

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE U		PAGE OF PAGES 1 86	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 24-Apr-2017		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVAL AIR WARFARE CENTER AD (PAX) CODE 2.5.1.5 BLDG 441 21983 BUNDY ROAD PATUXENT RIVER MD 20670		CODE N00421		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/> X		9A. AMENDMENT OF SOLICITATION NO. N00421-16-R-0023	
				<input checked="" type="checkbox"/> X		9B. DATED (SEE ITEM 11) 10-Apr-2017	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to respond to questions and make changes accordingly.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		24-Apr-2017	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION A - SOLICITATION/CONTRACT FORM

The following have been modified:

SECTION A**AMENDMENT 0001:**

The purpose of this amendment is to respond to questions with reference to this solicitation, incorporate associated changes, and incorporate additional clauses and provisions..

- **The following questions were received and changes are hereby incorporated as outlined within each response:**

Reference: RFP, Section L-(1), Part B, Paragraph 2.1

Q1: The Past Performance form has a scrolling data entry block for Contract Effort Description on the first page that will be limited to the first 8 lines when printed. This will prevent fully describing the Section L inputs for this element. Can the offeror include the Past Performance form content directly into their Volume 2 proposal for printing and submit the completed PDF electronically with the same information?

A1: Offerors are allowed to include the full "Contract Effort Description" (from the form) in the Technical Volume 2 within Annex 1. (No change to the solicitation.)

Reference: RFP, Section M, Part B, Paragraph 2.0 PAST PERFORMANCE

Q2: The Magnitude dollar values and labor hours seem excessive for a Small Business Set Aside. A business with 3+ past performance in this range would no longer be small business under this NAICS code. Would the government consider lowering the Magnitude values to be \$6M-\$8M per year and 80,000-100,000 hours per year, which would be more reasonable for Small Business prime contracts?

A2: The dollar value under "Magnitude" has been revised to read, "Contract total greater than \$40M. Annual contract value greater than \$8M." A revision is included in Section M. Note: Offerors are reminded that the relevancy of past performance information is a measure of the extent of similarities between service/support efforts and will be assigned as such. The table has been revised in Section M, Part B, paragraph 2.0.

Magnitude:	
Dollar value	Contract total value <u>greater than \$40M</u> . Annual contract value <u>greater than \$8M</u> .
Labor hours	<i>Removed</i>
Contract term	Contracts with a term of five years. Contract with a term of less than three years with a similar annual value and complexity.

Reference: RFP, Section L, Part B, Paragraphs 3.7.2.1 and 3.7.2.2**Reference: RFP, Section C, SOW, Paragraph 20.8, Labor Qualifications****Reference: RFP, Section C, SOW, Paragraph 20.10 LABOR QUALIFICATIONS**

Q3: "Computer Scientist, Journeyman" is listed in the hour allocations in Section L but there is not a labor category in Section C. Conversely, there is a "Computer Scientist, Senior" listed in Section C without hours in Section L. The Labor Qualifications table in Paragraph 20.8 lists the labor category qualification as "Journeyman". Is the labor category defined in Section C supposed to be "Computer Scientist, Journeyman"?

A3: The Computer Scientist, Senior has been changed to Computer Scientist, Journeyman in Section C, Paragraph 20.10 under "NON-KEY PERSONNEL".

Reference: RFP, Section L, Supplies or Services and Prices

Q4: The paragraph describes the listed page counts as “recommended pages”. Is there any penalty for exceeding the recommended page count?

A4: No. (No change to the solicitation.)

Reference: RFP, Section B, Supplies or Services and Prices

Q5: Section B “Supplies and Services or Prices,” Items 0001, 0006, and 0010 each represent a summation (rollup) of the Base and 4 Option Years for LOE Labor (0001), Performance Base Labor (0006), and ODCs (0010). There is no requirement to fill-in information for Items 0002, 0003, 0004, 0005, 0007, 0008, 0009, 0011, 0012, 0013, 0014, 0015, and 0016 because they are Not Separately Priced. Is it true that Section B fill-ins are only required for Items 0001, 0006, and 0010?

A5: Yes. (No change to the solicitation.)

Reference: RFP, Section B, Clause 5252.211-9503**Reference: RFP, Section L, Paragraph 3.7.2.1**

Q6: There is a discrepancy between the LOE Total labor hours shown in 3 locations. Location 1: RFP Page 15, Clause 5252.211-9503 Level of Effort, para (a) lists total hours in the paragraph and in the table as 598,110. Location 2: RFP Page 112, Paragraph 3.7.2.1, the LOE total hours shown is 598,110. Location 3: RFP Page 113 Non Performance Based table under Paragraph 3.7.2.1, shows the Estimated Total Hours as 598,150. Would the Government please confirm that the table value of 598,150 is correct?

A6: The table value of 598,150 is correct. The total labor hours have been changed in Section B, NAVAIR Clause 5252.211-9503 and Section L, Part B, paragraphs 3.7.2.1.

Reference: RFP, Section L, Paragraph 3.7.2.2

Q7: There is a discrepancy between the LOE Total labor hours shown in 2 locations. Location 1: Page 113, Paragraph 3.7.2.2, the Government estimate is 73,890. Location 2: Page 115 Performance Based table under Paragraph 3.7.2.2, the Estimated Total Hours listed is 73,850. Would the Government please confirm that the table value of 73,850 is correct?

A7: The table value of 73,850 is correct. The total labor hours have been changed in Section L, Part B, paragraphs 3.7.2.2.

Reference: RFP, Section J, Attachment P6, Item 8

Q8: The Attachment P6 instructions, Contractor item 8 specifies the labor for CLIN 0001 is carried to Section B. This only applies to the Level of Effort (LOE) hours in the table starting on page 112. There is no mention of CLIN 0006 in the instructions. Should the Offeror complete a separate set of P6 artifacts for the Performance Based estimate? If not, please provide guidance on how to incorporate CLIN 0006 pricing.

A8: Attachment P6 has been updated to include a spreadsheet for CLIN 0006. The instructions have also been updated with reference to summary sheets.

Reference: RFP, Section C, Paragraph 20.2

Q9: The table shows two lines for Program/Project Analyst, Junior each showing 1 security clearance required. Should the Program/Project Analyst, Junior appear in the table one time and thus require only one secret clearance at the issuance of the Task Order?

A9: The Secret Clearance Information table should only have one (1) Program/Project Analyst, Junior listed. The table in Section C, paragraph 20.2 has been revised.

Reference: RFP, Section L, Part A, Paragraph 3.0**Reference: RFP, Section L, Part B, Paragraph 2.1**

Q10: The Proposal Organization and Page Count table lists the Past Performance Annex 1 to be part of Section 3, which would be Price and Cost. Section B, Paragraph 2.1 specifies that it is to be included “as Annex 1 to this Past Performance Volume.” Section B also mentions Annex 1 be provided electronically, which contradicts the table in Paragraph 3.0. Should the table in Paragraph 3.0 be updated to show the Annex 1 as part of Section 2.0, Past Performance? And should Annex 1 be provided in both printed and electronic forms?

A10: Annex 1 has been relocated under Volume 2, 2.0 Past Performance of the “Proposal Organization and Page Count” table in Section L, Part A, paragraph 3.0. Please provide Annex 1 in both printed and electronic forms.

Reference: RFP, Section C, SOW, Paragraph 20.7

Q11: The qualifications substitution chart highlights how higher degrees may be substituted with lower degrees and extra experience. However, for Master’s Degree, it is not clear from this table whether a MS/MA could be replaced with AS/AA and extra experience or extra experience all together. Can candidates qualify for Senior labor categories with any of the following combinations:

MS/MA + 10 years OR

BS/BA + 14 years OR

AS/AA + 18 years OR

20 years of experience?

A11: The table in Section C, Paragraph 20.7 has been revised to include substitutions for the Master’s degree. The table has also been updated to include the word “relevant” with reference to work experience in all substitutions.

Reference: RFP, Section C, SOW, Paragraph 20.10 LABOR QUALIFICATIONS

Reference: RFP, Section L, Paragraphs 3.7.2.1 and 3.7.2.2

Q12: Could the Government clarify how many hours are allocated for the Computer Scientist, Senior, SOC 15-1221? The charts in Section L under paragraphs 3.7.2.1 and 3.7.2.2, pages 112-115 do not include this labor category? What is the requirement for this?

A12: The “Computer Scientist, Senior” has been corrected to “Computer Scientist, Journeyman”. Please refer to Question #3.

Reference: RFP, Section C, SOW, Paragraph 20.7

Q13: Could the Government clarify the experience requirement for the following: Program Manager, Senior (Key), SOC 11-1021 (page 50): RFP states, “Experience must include three (3) years of which must have been in the previous six (6) years, in support of Navy Acquisition management; and a minimum of seven (7) years supervisory experience. At least eight (8) years of experience in the planning...” In paragraph 20.7, it states that a SENIOR must have over 10 years of experience; does the Program Manager require 7 years supervisory + 8 years of planning = 15 years?

A13: Section C, Paragraph 20.7 has been changed to include “Note: Specific experience requirements are included under each labor category” to the Junior, Journeyman, and Senior experience statements. The “Experience” section of all labor categories under Section C, paragraph 20.10 has been reviewed and appropriate changes have been made to provide clarification with reference to the years of experience required for each category. In addition, where appropriate, “Experience may be concurrent” has been added to the experience section of the category.

Reference: RFP, Attachment P8, Past Performance Information Form, Page 1 “Task/Delivery Order” form field and Page 2 “Demonstrated Systemic Improvement” paragraph form field

Q14: The “Task/Delivery Order” form field and the “Demonstrated Systemic Improvement” paragraph form field are linked together. After inserting text in one form field and moving to a new form field, the text duplicates in each linked form field. This causes the full text of both fields to display in each of the separate form areas. Will the Government provide an updated form without linked fields?

A14: Attachment P8 has been replaced with a different version of the form.

- **The following clauses and provisions are hereby incorporate as outlined below:**

Section I – FAR clauses added by reference:

52.203-19 – Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017)
52.222-59 – Compliance With Labor Laws (Executive Order 13673) (Dec 2016)
52.222-60 – Paycheck Transparency (Executive Order 13673) (OCT 2016)
52.222-61 - Arbitration of Contractor Employee Claims (Executive Order 13673) (Dec 2016)

Section K – FAR and DFAR provisions added by reference:

52.203-18 – Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements - Representation (Jan 2017)
252.225-7003 - Report of Intended Performance Outside the United States and Canada—Submission with Offer (OCT 2015)

Section K – FAR provision added in full text:

52.222-57 – Representation Regarding Compliance with Labor Laws (Executive Order 13673) (Dec 2016)

Section L – FAR provisions added by reference:

52.222-58 - Subcontractor Responsibility Matters Regarding Compliance with Labor Laws (Executive Order 13673) (Dec 2016)

- **All other terms and conditions remain unchanged.**

BASIC SOLICITATION:

POINTS OF CONTACT

CONTRACT SPECIALIST: SUSANTI BEEBE

TELEPHONE NUMBER: 301-757-3652

EMAIL ADDRESS: susanti.beebe@navy.mil

CONTRACTING OFFICER: MELINDA STANN

TELEPHONE NUMBER: 301-757-0008

EMAIL ADDRESS: melinda.stann@navy.mil

CONTRACTING OFFICER REPRESENTATIVE:

TO BE DETERMINED AT CONTRACT AWARD

SUMMARY

- (1) This acquisition is a small business set aside that will result in a Single Award Indefinite Delivery/Indefinite Quantity (IDIQ) contract.
- (2) The Product/Service Code (PSC) for this procurement is D302.
- (3) The resulting Single Award IDIQ contract will have an ordering period of five (5) years.
- (4) This contract will include cost-plus-fixed-fee (CPFF) and cost reimbursement (non-fee bearing) line items.
- (5) Task Orders issued from this contract award will reflect CLINs by Funding type.
- (6) The contractor will not be authorized to access any classified information under this contract unless a final DD254 is incorporated.

SECTION B - SUPPLIES OR SERVICES AND PRICES

The following have been modified:

B-1 ESTIMATED RATES

B-1 ESTIMATED AND NEGOTIATED LABOR RATES

This language is designed for use in conjunction with H-2 Issuance of Orders Using Streamlined Procedures NAVAIR 5252.216-9540 (Variation) (Oct 2016). For purposes of estimating and establishing a labor cost ceiling for each task order, the following composite rates will be used. These rates are estimates, and invoicing will be based on actual costs incurred. Ceiling for ODCs will be priced in accordance with the Government Estimate. Orders crossing multiple years will be estimated by the Government using the composite rates for each year in proportion to the period of performance of the order.

NON PERFORMANCE BASED (SOW 4.1- 4.4)

Labor Category (* = Key)	Composite Fully Burdened Rates				
	Year 1	Year 2	Year 3	Year 4	Year 5
	03/07/2018- 03/06/2019**	03/07/2019 – 03/06/2020**	03/07/2020 – 03/06/2021**	03/07/2021– 03/06/2022**	03/07/2022 – 03/06/2023**
Program/Project Analyst, Journeyman (Contractor off-site)*					
Program/Project Analyst, Junior (Contractor off- site)					
Computer Based Training Specialist, Journeyman (Contractor off-site)					
Computer Based Training Specialist, Journeyman (St. Inigoes on-site)					
Computer Programmer, Junior (Contractor off- site)					
Computer Programmer, Junior (St. Inigoes on- site)					
Computer Programmer, Journeyman (Contractor off-site)					
Computer Programmer, Senior (Contractor off- site)					
Computer Scientist, Junior (Contractor off- site)					
Computer Scientist, Journeyman (Contractor off-site)					
Computer Systems Analyst, Senior					

(Contractor off-site)					
Computer Systems Analyst, Journeyman (Contractor off-site)					
Computer Systems Analyst, Journeyman (St. Inigoes on-site)					
Computer Systems Analyst, Junior (Contractor off-site)					
Information Security Analyst, Junior (Contractor off-site)					
Information Security Analyst, Journeyman (Contractor off-site)					
Computer and Information Research Scientist, Journeyman (Contractor off-site)*					
Logistics Analyst, Junior (Contractor off-site)					
Logistics Analyst, Journeyman (Contractor off-site)					
Manager, Journeyman (St. Inigoes on-site)*					
Program Manager, Senior (Contractor off-site)*					
Software Engineer, Senior (Contractor off-site)*					
Software Engineer, Journeyman (Contractor off-site)					
Subject Matter Expert (Navy Maintenance Lead), Journeyman(Contractor off-site)*					
Subject Matter Expert (S1000D IETM Lead), Journeyman (St. Inigoes on-site)*					
Systems Analyst, Senior (Contractor off-site)*					
Systems Analyst, Journeyman (Contractor off-site)					

Systems Analyst, Journeyman (St. Inigoes on-site)					
Systems Analyst, Junior (Contractor off-site)					
Systems Analyst, Junior (St. Inigoes on-site)					
Logistics Engineer, Senior (Contractor off- site)*					
Logistics Engineer, Journeyman (Contractor off-site)					
Logistics Engineer, Junior (Contractor off- site)					
Technical Writer II, Junior (Contractor off- site)					
Technical Writer II, Junior (St. Inigoes on- site)					
Training and Development Specialist , Journeyman (St. Inigoes on-site)*					

* Indicates Key Personnel (1 Person)

** Dates to be adjusted at contract award

PERFORMANCE BASED (SOW 4.5)

Labor Category (* = Key)	Composite Fully Burdened Rates				
	Year 1	Year 2	Year 3	Year 4	Year 5
	03/07/2018 – 03/06/2019**	03/07/2019 – 03/06/2020**	03/07/2020 – 03/06/2021**	03/07/2021 – 03/06/2022**	03/07/2022 – 03/06/2023**
Program/Project Analyst, Journeyman (Contractor off- site)*					
Program/Project Analyst, Junior (Contractor off- site)					
Computer Based Training Specialist, Journeyman (Contractor off- site)					

Computer Based Training Specialist, Journeyman (St. Inigoes on-site)					
Computer Programmer, Junior (Contractor off-site)					
Computer Programmer, Junior (St. Inigoes on-site)					
Computer Programmer, Journeyman (Contractor off-site)					
Computer Programmer, Senior (Contractor off-site)					
Computer Scientist, Junior (Contractor off-site)					
Computer Scientist, Journeyman (Contractor off-site)					
Computer Systems Analyst, Senior (Contractor off-site)					
Computer Systems Analyst, Journeyman (Contractor off-site)					
Computer Systems Analyst, Journeyman (St. Inigoes on-site)					
Computer Systems Analyst, Junior (Contractor off-site)					

Information Security Analyst, Junior (Contractor off-site)					
Information Security Analyst, Journeyman (Contractor off-site)					
Computer and Information Research Scientist, Journeyman (Contractor off-site)*					
Logistics Analyst, Junior (Contractor off-site)					
Logistics Analyst, Journeyman (Contractor off-site)					
Manager, Journeyman (St. Inigoes on-site)*					
Program Manager, Senior (Contractor off-site)*					
Software Engineer, Senior (Contractor off-site)*					
Software Engineer, Journeyman (Contractor off-site)					
Subject Matter Expert (Navy Maintenance Lead), Journeyman (Contractor off-site)*					
Subject Matter Expert (S1000D IETM Lead), Journeyman (St. Inigoes on-site)*					

Systems Analyst, Senior (Contractor off- site)*					
Systems Analyst, Journeyman (Contractor off- site)					
Systems Analyst, Journeyman (St. Inigoes on-site)					
Systems Analyst, Junior (Contractor off- site)					
Systems Analyst, Junior (St. Inigoes on-site)					
Logistics Engineer, Senior (Contractor off- site)*					
Logistics Engineer, Journeyman (Contractor off- site)					
Logistics Engineer, Junior (Contractor off- site)					
Technical Writer II, Junior (Contractor off- site)					
Technical Writer II, Junior (St. Inigoes on-site)					
Training and Development Specialist , Journeyman (St. Inigoes on-site)*					

* Indicates Key Personnel (1 Person)

** Dates to be adjusted at contract award

CLAUSES INCORPORATED BY FULL TEXT

5252.211-9503 LEVEL OF EFFORT (COST REIMBURSEMENT) (NAVAIR)(DEC 2012)

(a) The level of effort estimated to be ordered during the term of this contract is **598,150** man-hours of direct labor including authorized subcontract labor, if any. The Contractor shall not, under any circumstances, exceed one hundred (100%) percent of the total level of effort specified in this basic contract. The estimated composition of the total man-hours of direct labor by classification is as follows:

CLIN 0001	Total
Labor Hours	598,150

(b) FAR Clause 52.232-20, "Limitation of Cost" applies to fully funded orders and FAR Clause 52.232-22, "Limitation of Funds" applies to incrementally funded orders. Nothing in this clause amends the rights or responsibilities of the parties hereto under either of those two clauses. In addition, the notifications required by this clause are separate and distinct from any specified in either FAR Clause 52.232-20 or FAR Clause 52.232-22.

(c) In the event that less than one hundred (100%) percent of the established level of effort of the contract/order is actually expended by the end of the performance period, the Government shall have the option of:

(1) Requiring the Contractor to continue performance, subject to the provisions of the FAR Clause 52.232-20 or 52.232-22, as applicable, until the effort expended equals 100% of the established Level of Effort; or

(2) Effecting a reduction in the fixed fee by the percentage by which the total expended man-hours is less than one hundred (100%) percent of the established Level of Effort.

(d) The Contractor agrees that effort performed in fulfillment of level of effort obligations under this contract shall include only verifiable effort in direct support of the work specified. It shall not include efforts such as work performed in transit to or from an employee's usual workplace, work during lunchtime activities, or effort performed at other non-work locations.

(e) In performing the contract/order, the Contractor may use any reasonable combination of hours for the labor categories in support of section C of this contract/order.

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

SECTION C DESCRIPTION

Items 0001, 0002, 0003, 0004, 0005 – The Contractor shall provide SERVICES in accordance with section 4.1 - 4.4 of the Statement of Work (SOW), as detailed in individual task orders. Each task order shall include a SOW that will detail all tasks within the scope of the basic contract that are to be performed.

Items 0006, 0007, 0008, 0009 – The Contractor shall provide SERVICES in accordance with section 4.5 of the Statement of Work (the Performance Based Statement of Work or PBSOW), as detailed in individual task orders. Each task order shall included a PBSOW that will detail all tasks within the scope of the basic contract are to be performed.

Items 0010, 0011, 0012, 0013, 0014 – are ODC CLINs related to Travel & Materials provided by the Contractor. These CLINs are Cost Reimbursable (no fee). TRAVEL shall be provided in accordance with the SOW and NAVAIR Clause 5252.232-9509. MATERIALs shall be provided in accordance with H Clause 5252.242-9515 "Restriction on The Direct Charging of Material".

Item 0015 and 0016 – are Data CLINs. The DATA reports shall be furnished in accordance with Exhibit A, DD Form 1423, Contract Data Requirements Lists (CDRLs), CDRLs A001-A024, and the SOW as required by the individual Task Order.

C4I OPERATIONAL MAINTENANCE & ENGINEERING TRAINING (COMET) STATEMENT OF WORK (SOW) / PERFORMANCE BASED STATEMENT OF WORK

1.0 BACKGROUND

NAWCAD 4.11.3, Patuxent River, MD, is engaged in the research, development, design, integration, test and evaluation, deployment, training, technical management, and maintenance support for integrated Command, Control, Communications, Computers, and Intelligence (C4I) life-cycle engineering systems supporting various DoD and U.S. Navy sponsors to include NAVAIR, NAVSEA, and other DoD and Federal organizations. NAWCAD 4.11.3 engineering leverages communications and information systems emerging technologies, advanced interfaces, and innovative information management architectures on a variety of C4I systems and platforms to provide engineering and interactive information products to these clients.

2.0 SCOPE

This contract will leverage NAWCAD 4.11.3's core capabilities involving C4I engineering and information systems to provide innovative information management architectures relating to interactive information and learning products to support our warfighters. With the constant advancement of C4I warfighting technologies and the constant pressure placed not only on the reliability of the equipment, but also on the effectiveness of the warfighter in utilizing and maintaining this equipment, the contractor shall provide the engineering products, tools and support needed in responding to this environment. This SOW defines specific requirements relating to the in-service engineering and interactive products envisioned under this effort. As a general scope, the following statements encompass the Government's intentions on this contract:

- Analysis of Navy and DoD engineering data processes, policy implementation, and standards compliance requirements, including Maintenance Material Management (3M) processes.
- In-service engineering on C4I equipment suites that are found on board U.S. Navy's surface and subsurface warships involving various communication, weapon and operational mission systems throughout product design, development, deployment and life cycle support.
- Design and development of standards-based operations and maintenance engineering data architectures for DoD based C4I equipment.
- Design and development of safety improvement product tools using key concept and scenario-based approaches.
- Design and development of decision support product tools for installation, operation, maintenance, and safety of technical systems.
- Design and development of engineering performance aids and product tools using interactive multimedia.
- Development of engineering technical content, including methods and tools for markup, delivery, transformation, and management.
- Project estimation, planning, scheduling, and reporting.

3.0 APPLICABLE DOCUMENTS

The following specifications, standards, instructions, and directives are incorporated by reference; the list is not all inclusive. Compliance with the detail, standards, specifications or policy contained in these documents is essential in the performance of this contract. Unless otherwise specified, a reference to a military specification, standard, or handbook, or to an

industry standard adopted by DoD, will be to the specific version listed in the DoD Index of Specifications and Standards in effect at the time task orders are awarded.

3.1 References:

- Joint Fleet Maintenance Manual- Rev C Change 1 (COMFLTFORCOMINST 4790.3 Rev C Change 4, 13 OCT 2015)
- Planned Maintenance System (PMS): Development of Maintenance Requirement Cards (MRC), Maintenance Index Pages, and Associated Documentation (MIL-P-24534A, 21 MAR 1991)
- Ship's Maintenance and Material Management (3M) Manual (NAVSEAINST 4790.8C, 14 MAR 2013)
- Ship's Maintenance and Material Management (3M) System Policy (OPNAVINST 4790.4E, 31 OCT 2007)
- Department of Defense Standard Practice: Reliability-Centered Maintenance (RCM) Process (MIL-STD-3034A, 29 APR 2014)
- Policy for Preparation and Standardization of NAVAIR S1000D IETMs (NAVAIRINST 4120.11A, 10 OCT 2012)
- International Specification for Technical Publications utilizing a Common Source Database (S1000D, Issues 3.0-4.1)
- DoN S1000D Technical Manual Quality Assurance Guidance (NSWCCD-20-TR-2010/01, MAR 2009)
- Performance Specification: Manuals, Technical, Quality Assurance Program; Requirements For (MIL-PRF-85337B, 11 APR 2012)
- Interactive Multimedia Instruction Developer's Guide (CENNAVAVNTECHTRA INSTRUCTION 1554.1, 27 JAN 14)
- Guidance for Acquisition of Training Data Products and Services (Part 1 of 5 Parts), (MIL-HDBK-29612/1A, 31 AUG 2001)
- Instructional Systems Development/Systems Approach to Training and Education (Part 2 of 5 Parts), (MIL-HDBK-29612/2A, 31 AUG 2001)
- Development of Interactive Multimedia Instruction (Part 3 of 5 Parts), (MIL-HDBK-29612/3A, 31 AUG 2001)
- Glossary for Training (Part 4 of 5 Parts), (MIL-HDBK-29612/4A, 31 AUG 2001)
- Advanced Distributed Learning (ADL) Products and Systems (Part 5 of 5 Parts), (MIL-HDBK-29612/5, 31 AUG 2001)
- US Fleet Cyber Command (FCC)/Space and Naval Warfare (SPAWAR) Command Navy Authorizing Official and Security Control Assessor Risk Management Framework Process Guide (Version 1.0, 31 AUG 2015)
- Risk Management Framework (RMF) for DoD Information Technology (IT), (DODI 8510.01, 12 MAR 2014)

4.0 TECHNICAL REQUIREMENTS

This SOW covers two work areas. The first work area to be covered will require the contractor to provide engineering and analysis of complex DoD based C4I systems relating to and supporting innovative and interactive information and learning tool products. The contractor shall support

in-service engineering approaches as it relates to planned maintenance and training covering both currently deployed C4I systems, as well as new and emerging C4I systems still under development. This effort will include the design, development, implementation and training utilizing electronically based engineering processes for maintenance and training techniques on sophisticated military systems. These engineering solutions and interactive products will support the various C4I equipment suites that are found on board U.S. Navy's surface and subsurface warships, DoD based air platforms and ground systems involving various communication, weapon and operational mission systems. The contractor will also be required to interact with fleet personnel to ascertain not only inputs for the engineering design and development phases of these information and learning tool products, but to also support fleet personnel in their daily duties of in-service engineering and maintenance support for the mission based electronic equipment.

The second work area to be covered by this SOW will require the contractor to produce quarterly logistics maintenance data packages and quarterly tailored logistics packages for C4I equipment covering planned maintenance on systems found on Navy/DoD platforms. These data packages will directly support fleet personnel in their daily shipboard duties of planned maintenance activities covering a wide range of C4I systems based communication and weapon system.

ENGINEERING & ANALYSIS (NON-PERFORMANCE BASED)

4.1 Maintenance Management Development (3M) (CLINs 0003, 0004, 0005)

The contractor shall support the NAVSEA 3M system. The system is used throughout the U.S. Navy Fleet as part of the in-service engineering, maintenance and reliability of installed C4I equipment by providing engineering management, readiness and reporting procedures for U.S. Navy equipment suites. This program includes in-service engineering processes and procedures for the Planned Maintenance System (PMS), database generation, user-interface development and modifications, development and reliability for 3M applications, and the development, distribution, and management of PMS technical documentation. The PMS system also provides procedures for scheduling and accounting for PMS tasks on board ships. NAVSEA04RM, Director of Maintenance Engineering holds the Technical Warrant for Reliability-Centered Maintenance (RCM) policy covering all NAVSEA based efforts that requires all maintenance developers to utilize MIL-STD-3034A methodologies to be NAVSEA RCM certified. NAVSEA requires RCM Level I (Backfit) certification for all personnel who develop, review, or approve changes to currently published maintenance tasks. Classic RCM (Level II) is required for this contract and covers those who develop, review, or approve maintenance requirements on new systems or equipment, or existing systems or equipment being used in a different application or arrangement. Classic RCM analysis is required during ship acquisition and during ship modernization alterations.

4.1.1 The contractor shall analyze PMS logistics packages for 3M systems including equipment maintenance requirements, PMS schedules, feedback reports, configuration change reports, procedural content, parts and material information, and distribution data. The contractor

will access the data maintained by NAVSEALOGCEN quarterly in February, May, August, and November by accessing the NMCI portal. Data analysis will require efficiency in the use of the Configuration Data Management Database (Open Architecture (CDMD-OA) system), PMS Management Information System (PMS MIS), and Ships 3M History (Open Architectural Retrieval System (OARS). Please refers to 4.5 (CDRL A001)

4.1.1.1 The contractor shall provide procedural analysis of changes that may have occurred in Maintenance Requirement Cards (MRCs) to include updated procedures, warnings, cautions, notes, and Maintenance Index Page (MIP) scheduling changes affecting an MRC. New MRCs will need to be further evaluated to determine ship applicability and schedule impacts. This effort is conducted quarterly. (CDRL A001)

4.1.1.2 The contractor shall determine which MRCs apply to specific ship configurations across the Fleet quarterly. Analysis involves approximately 5 million configuration records, 35,000 distinct MRCs, 2,000 distinct MIPs, covering an estimated 140-160 ships. The contractor shall consider Navy maintenance policies, application of maintenance guidelines, and maintenance audit/inspection criteria. (CDRL A001)

4.1.1.3 As part of the data analysis of the various sources including shipboard data and shore based 3M and Navy Logistics data, the contractor shall be required to develop standardized reports, dashboards and metric reports. (CDRL A001)

4.1.2 The contractor shall develop updates to 3M and Navy Logistics data structures including Document Type Definitions (DTD) and database schemas. Maintain the PMS procedure content model for MIPs and MRCs using Standard Generalized Markup Language (SGML/XML) DTD and XML Schemas. This includes data transformation scripts using eXtensible Style Language for Transformations (XSLT) for presentation in NAVSEA approved viewers. Required outputs include on screen and printed layouts. The PMS DTD is the authoritative data structure used for storing PMS documents and 3M data. The contractor shall have the ability to adapt to the various presentation methods and approaches listed above. Key technologies include the Microsoft XML parser. (CDRL A008)

4.1.2.1 The contractor shall install Navy maintenance applications on the Navy Information and Application Product Suite (NIAPS) and Consolidated Afloat Networks and Enterprise Services (CANES). This also involves maintaining certification requirements for installation on these networks.

4.1.3 The contractor shall perform software engineering and life-cycle maintenance support for 3M scheduling, viewing, and authoring applications. The contractor shall work with other Navy agencies and third-party software developers to define and implement required interface specifications. (CDRL A002, A003)

4.1.3.1 The contractor shall produce the following deliverables:

- Requirement traceability matrices (CDRL A001)

- Software requirements documentation (CDRL A002)
- Software design descriptions (CDRL A003)
- Database design descriptions (CDRL A004)
- Software test plans (CDRL A005)
- Software test reports (CDRL A006)
- Software user manuals (CDRL A007)

4.1.3.2 The contractor shall provide PMS applications development support for the SKED Maintenance Management and Scheduling System. This is a Fleet-wide (surface and subsurface) system to automate all scheduling and administrative tasks associated with the Navy PMS. Supporting Fleet Type Commanders (TYCOMs) in Norfolk and San Diego, the contractor shall assist NAWCAD 4.11.3 in providing total development support, including installation, configuration management, implementation of Fleet training, user technical support, business process revisions, and deployment planning. The use of SKED is mandatory for all Navy PMS schedules, including all ships in the Fleet, shore facilities, and intermediate maintenance facilities. The SKED software has been approved for use in Common PC Operating System Environment (COMPOSE) operating environments, and for use in the Navy Marine Corps Intranet (NMCI) infrastructure. As this maintenance and management software is utilized and maintained on all ship networks, the contractor shall be required to maintain the various versions of this Government based software. Key technologies include Visual Basic, Microsoft .NET, and SQL Server.

4.1.3.3 PMSViewer is a Fleet-wide Government based distributed software application to display and print all Navy PMS documentation. The software is distributed quarterly on CD/DVD configurations. NAWCAD 4.11.3 works closely with In Service Engineering Agents (ISEAs) and Commodity Specialists at Atlantic and Pacific based NAVSEA Logistics Centers (NAVSEALOGCENs) to define PMS document style requirements conforming to OPNAV Instruction 4790. The PMSViewer uses XSLT to transform and display MIPs and MRCs provided in XML format. The PMSViewer application has been approved for use in the COMPOSE operating environments, and for use in the NMCI infrastructure. The contractor shall maintain this software. Key technologies include Visual C++ and Microsoft XML parser.

4.1.3.4 The Navy PMS Editor (NPE) Authoring System is a document authoring system for the PMS Program. The NPE Authoring System is the principal method used by Commodity Specialists and ISEAs to author PMS MRCs and MIPs. The software allows authors to create and edit complex engineering and technical documents stored as SGML in a simplified “What You See Is What You Get” user interface. The system is designed to be NMCI compliant. The contractor shall maintain this software. Key technologies include Visual C++ and Microsoft XML parser.

4.1.3.5 NAWCAD 4.11.3 is responsible for the maintenance of the PMS DTD. The PMS DTD is the authoritative data structure used for storing PMS documents and 3M data. NAWCAD 4.11.3 works with NAVSEA to ensure the integrity of the DTD and the contractor shall support maintaining the PMS DTD. Key technologies include the Microsoft XML parser.

4.1.4 As authorized by the Navy and as allowed by ship deployment schedules, the contractor shall conduct installation, training, and technical tasking of various 3M, technical manual, and other Navy logistics systems on board the Navy's surface and subsurface fleet. Tasking may include:

4.1.4.1 Install Navy maintenance applications on the Navy Information Application Product Suite (NIAPS) and Consolidated Afloat Networks and Enterprise Services (CANES). This also involves maintaining certification requirements for installation on these networks.

4.1.4.2 The contractor shall provide and can expect annually up to 100-125 on-site ship and shore installations, activations, configurations, and training of NAVSEA PMS Logistics applications. These activities must be coordinated with the appropriate fleet authorities and the current shipboard hosting agencies. (CDRL A012)

4.1.4.3 Provide, and report on, troubleshooting support services for PMS applications to meet fleet requirements via phone, e-mail, message or on-site visit. Troubleshooting support may vary based on new product roll out, engineering and software upgrades, or by the class of ship supported, however for estimating purposes, the Government would expect to see no more than 12 on-site requests and approximately 150-250 phone and/or email requests annually. (CDRL A001)

4.1.4.4 The contractor shall provide shipboard support in both Norfolk, VA, and San Diego, CA as needed. The contractor shall assist NAWCAD 4.11.3 in providing on-site support while the ship is in port for Ship Alterations (SHIPALTs), overhauls or other operational issues. Maintaining credibility with the crew and responsiveness to the fleet authorities is critical to the success of this effort. The support effort can fluctuate based on fleet needs, ships in port, but response times and deployment to the ships many times can dictate a very narrow window to ensure proper support. The contractor must be prepared to handle surge capacities, response times and the flexibility that recognize the fleet's deployment needs.

4.1.5 The contractor shall prepare Information Assurance documentation for application Certification and Accreditation (C&A) of Government software and systems as dictated by specific task orders in accordance with US Fleet Cyber Command (FCC)/Space and Naval Warfare (SPAWAR) Command Navy Authorizing Official and Security Control Assessor Risk Management Framework Process Guide. (CDRL A010)

4.2 Software Engineering, Development and Integration (CLINs 0002, 0003, 0004, 0005)
Typical software engineering, development and integration tasks include purchasing and evaluating new software and hardware technologies for innovative and enhanced interactive products and tools. Developing concept of operations, performing requirements analysis, system

design, data conversion, development, quality assurance, deployment, and training to meet mission oriented requirements.

4.2.1 The contractor shall evaluate and report on emerging engineering and information technologies including innovative C4I engineering enhancements and technological pursuits, multimedia, user interfaces, technical data markup, and software development tools and techniques and recommend application of new technology for product improvement or cost reduction. In analyzing the benefits of these product improvements and cost reductions, the contractor will be required to maintain and report metrics that will support the benefit of these new tools and techniques. (CDRL A001)

4.2.2 The contractor shall recommend standards-based technical approaches that support Navy or DoD sponsored product development and develop technical specifications and Concepts of Operations (CONOPS) for automation of engineering processes based on the identified operational and functional performance requirements. (CDRL A001)

4.2.3 The contractor shall conduct detailed user requirements analyses to determine and document business processes, administrative, technical and software engineering support requirements (CDRL A002), and recommend deployment options and strategy. (CDRL A001)

4.2.4 The contractor shall design system architectures and products. Specifically, the contractor shall:

4.2.4.1 Translate client requirements to system design recommendations and provide database design descriptions, user interface layout, wireframes, storyboarding, prototypes and design documentation that support required deployment environments. (CDRL A009)

4.2.4.2 Design automation processes for the creation of technical engineering and performance support data for use in content delivery applications. (CDRL A003)

4.2.4.3 Support component and content reuse as part of software integration, including the following:

4.2.4.3.1 Object, module, or component reuse to enhance deployment flexibility and efficiency in stand-alone, network, and learning management system (LMS) applications. (CDRL A003)

4.2.4.3.2 Reusable content strategies implementing standard markup languages such as XML, S1000D, and SVG for storage in files, relational databases and content management repositories. Content shall be in conformance with NAVAIR policy and specification guidance or other standards required by NAWCAD 4.11.3 customers. (CDRL A003)

4.2.4.3.3 Transformation and rendering to enable the reuse of content with technologies such as XSLT and eXtensible Stylesheet Language-Formatting Objects (XSL-FO). (CDRL A003)

4.2.4.3.4 Adoption and adaptation of XML content models to accommodate data structures and documents for the storage, display, and print of data from content delivery and content management systems. (CDRL A003)

4.2.5 The contractor shall define, facilitate, and support data conversion processes for transformation of technical data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other standards and formats that comply with Navy policy and improve usability and reduce costs. (CDRL A003)

4.2.6 The contractor shall integrate, develop, and maintain software-based solutions and shall use Commercial Off-the-Shelf (COTS) or Government Off-the-Shelf (GOTS) products to the maximum extent possible. In addition to the wide variety of software program tasking mentioned elsewhere in this SOW, the contractor may be required to support a wide variety of additional programming languages, web applications, web services, multimedia, prototyping, markup languages, data repositories, application frameworks, components, installations, and documentation methods as future tasking may require. In the event custom software is required, the contractor shall comply with applicable Navy, NAVAIR, NAVSEA, or other agency software development or purchasing requirements as specified by NAWCAD 4.11.3.

4.2.6.1 Software must be compliant with NMCI requirements, be approved for use in the DoN Application Database Management System (DADMS), and certified to run on ships' NIAPS/CANES networks as required. The contractor shall support compliance with DoD Information Assurance (IA) procedures and develop required documentation and accreditation when required. The contractor shall document and maintain IA artifacts in Enterprise Mission Assurance Support Service (eMASS). (CDRL A010)

4.2.6.2 In developing new software based products, the contractor shall develop interactive performance solutions to include reference, educational, or training systems with the goal of improving the efficiency and effectiveness of installation, operation, maintenance, and safety tasks. These products may be required to deliver content compliant with specific deployment standards and infrastructures. Content shall also be provided as XML or S1000D as specified by NAWCAD 4.11.3. (CDRL A008)

4.2.6.3 The contractor shall develop and maintain Shareable Content Object Reference Model (SCORM) compliant training modules for learning management systems such as Navy Knowledge Online (NKO) and Marine Corps Aviation Learning Management System (MCALMS). Some of these products have a requirement to be game-based with a scoring mechanism. These products must run in a stand-alone format (from CD-ROM) or on customer based web sites. (CDRL A008)

4.2.6.4 The contractor shall develop Interactive Electronic Technical Manuals (IETMs) to include building customized IETM content for the NavXML IETM viewer using data transformations, XSLT scripts, and the NavXML Authoring tools. Content may use the NavXML XML DTD format or the NavXML implementation of S1000D. Other viewers that

may be used include the NAVAIR Standard IETM Viewer (NSIV) and NAVSEA standard viewer, LiveContent. (CDRL A008)

4.2.6.5 The contractor shall provide knowledge management (KM) and virtual collaboration subject matter expertise and technical skills. This includes situational awareness of emerging technologies and methodologies in the field of KM. (CDRL A008)

4.2.6.6 The Government will have unlimited rights of software to use, modify, reproduce, release, perform, display, or disclose computer software or computer software documentation in whole or in part, in any manner and for any purpose whatsoever, and to have or authorize others to do so. The Government will own such software rights and any software developed, and the contractor shall deliver all source code, media files, configuration files, and programming documentation developed under this contract, including all ancillary files, required for the Government to maintain, document, and reproduce the product. (CDRL A008)

4.2.7 Quality Assurance (QA) and Testing: The contractor shall perform quality assurance and testing activities on developed software products and on resultant data outputs. Specifically, the contractor shall:

4.2.7.1 Define and document QA plans including roles, responsibilities, and tools for performing QA activities and ensuring quality products and services. QA Plans shall include requirements traceability, product version tracking, discrepancy tracking, and resolutions. (CDRL A017)

4.2.7.2 Develop the test plans and procedures necessary to verify the operational and technical parameters of developed and procured software. (CDRL A005)

4.2.7.3 Conduct testing protocols and document the results. Identify and document discrepancies, as well as the actions taken to resolve those discrepancies. (CDRL A006)

4.2.8 The contractor shall use standard content management products, processes, and delivery systems to support deployment requirements as dictated by specific task orders. In addition, the contractor shall be required to support the following content development strategies:

4.2.8.1 Integrate and customize authoring system software to automate the creation of technical engineering and performance support data for use in content delivery applications. (CDRL A008)

4.2.8.2 Integrate and customize content management tools and repositories to create, reuse, assemble, and publish content to a variety of outputs.

4.2.8.3 Provide publishing workflow management.

4.2.8.4 Integrate or develop software for performance support content creation using SGML/XML/S1000D and other applicable standards. (CDRL A008)

4.2.8.5 Package performance support content for Sharable Content Object Reference Model (SCORM) or Learning Management System (LMS) compliance with specified standards and deployment infrastructure. (CDRL A008)

4.2.8.6 Create software user manuals. (CDRL A007)

4.3 Engineering Support (CLINs 0002, 0003, 0005)

The contractor shall support engineering documentation development, review, and distribution of a wide variety of technical and knowledge based documents relating to:

- Operations Manuals
- Technical Manuals
- Maintenance And Repair Manuals
- Commercial and Military Equipment Specifications Manuals
- Commercial and Military Equipment Policy Manuals
- Engineering Drawings
- Equipment Alteration Drawings and Specifications
- Charts
- Maps

Specifically, the contractor shall:

4.3.1 Analyze technical document architectures and standards, training, planning and policy documents. Assess interoperability and implementation across applicable information systems. (CDRL A001)

4.3.2 Interface with DoD policy activities by reviewing draft documents, participating in planning processes, and recommending language that is consistent with practical and efficient software development practices. (CDRL A001)

4.3.3 Provide test, evaluation and support for implementation or review of DoD, Navy, and international standards initiatives. (CDRL A001)

4.3.4 Analyze information processing requirements relating to automation of maintenance support systems including data collection, documentation, and analysis. (CDRL A001)

4.3.5 Provide engineering inputs to interactive publications development for NAWCAD 4.11.3 and DoD operational communities. (CDRL A001)

4.4 Technical Support (CLINs 0002, 0003, 0004, 0005)

4.4.1 Establish and maintain reliable methods of communication with NAWCAD 4.11.3 to effectively and efficiently transfer information necessary to support the conduct of project and contract-related operations.

4.4.2 Communicate and coordinate with internal and external stakeholders on technical and programmatic issues, and collect feedback. Support internal and external working-level technical conferences and status meetings and provide meeting reports and trip reports. Perform the daily activities and ad hoc administrative actions associated with the execution of project tasks. (CDRLs A001, A012)

4.4.3 Develop and maintain planning documentation and conduct planning efforts necessary to identify, schedule, execute and monitor project-related tasks. This shall include program management plans, plans of action and milestones, change control management, project close-out reports, staffing plans and the input and maintenance of data in external planning databases. (CDRLs A011, A013, A014)

4.4.4 Prepare briefing materials to support meetings with peer groups or industry organizations such as Integrated Process Team (IPT) meetings, configuration control boards, other participating project entities, standards committees or commercial forums. (CDRL A009)

4.4.5 Collaborate with Government personnel to define the scope of assigned projects. Monitor the scope throughout the duration of the project to ensure effective and adequate methods are in place to proactively address and manage changes in project scope. This may require the development and maintenance of a change control database, scope management plans and work breakdown structures for specific projects.

4.4.6 Create, deliver, and manage project schedules for each project. This will include an initial project schedule within 30 days of task order startup, an intermediate project schedule at the end of the requirements analysis, and a detailed project schedule prior to beginning any development or integration. Project schedules will be updated monthly. (CDRL A013, A014)

4.4.7 Provide technical inputs to schedule, cost, and technical approach for current and future tasks for sponsor based efforts. This may require the implementation of change management techniques to accomplish the effective control of project cost and scope. (CDRL A011)

4.4.8 Establish, deliver, and execute processes and methods to effectively identify, communicate, and manage the risks associated with assigned projects. Ensure project risks are factored into decisions affecting other technical management areas such as cost and schedule. (CDRL A016)

4.4.9 Support process improvement initiatives for existing technical, management, and business processes to increase effectiveness, efficiency, quality and cost performance.

4.4.10 Provide organizational planning and development support to ensure that adequate organizational structures, processes, tools and skill sets are available to support assigned projects. Typical efforts include strategic planning, organizational evaluations and organizational-level training.

4.4.11 Prepare and update management and process documentation in support of Task Order and projects and in accordance with standard quality management processes. (CDRL A001)

LOGISTICS SUPPORT (PERFORMANCE BASED)

4.5 3M and Navy Logistics Packages (CLINs 0007, 0008, 0009)

Supporting the 3M and Navy Logistics packages developed under SOW section 4.1, the contractor shall execute distribution, integration and training of these products to the Navy Fleet, air based platforms, shore activities, and international partners under the foreign military sales program, as tasking may require. In a performance based environment, the contractor shall support the design, production and quality review of approximately 400 quarterly DVD packages that could require distribution to each ship in the U.S. Navy. This includes logistics for approximately 2,000 activities, 15,000 work centers, and 40 different distribution titles. This package will consist of databases, spreadsheets, updated MIPs, updated MRCs, and reports. Force Revision packages are to be generated quarterly, and shall be provided to the fleet with updated PMS documentation. (CDRL A008)

4.5.1 Quarterly Force Revisions

4.5.1.1 The contractor shall process PMS data to produce four quarterly PMS Force Revisions annually. Quarterly Force Revisions consist of 15 - 45 PMS CD/DVD titles, and will involve the following:

- Process 78,000 - 90,000 PMS documents.
- Create PMS Change Indicator documents for each updated PMS document.
- Manage distribution of titles to control which documents go to which activities.
- Manage activity applicability to PMS titles to determine which titles go to which ships.

4.5.1.2 The contractor shall produce 4,400 - 7,500 disc images per Force Revision, and will involve the following:

- Force Revision discs shall comply with distribution statement D: Distribution authorized to DoD components and DoD contractors only.
- Force Revision disc images shall be duplicated at DoD or DoD contractor site.
- The contractor shall coordinate with Government representative to determine label requirements such as layout, distribution statement, art and color.

4.5.1.3 The contractor shall develop processes to ensure quality and correctness of each PMS title (CDRL A005).

4.5.1.4 The contractor shall compile data, processes, and produce PMS Force Revision discs to meet quarterly revision distribution schedule, due on the 1st Monday of March, June, September, and December. (CDRL A008)

4.5.2 Publish Quarterly Tailored Force Revisions (TFRs)

4.5.2.1 The contractor shall process PMS data to produce four quarterly TFRs (in December, March, June, and September). TFR production consists of 9 - 15 TFR titles, and will involve the following:

- Processing 75,000,000 - 80,000,000 MRC Active/Inactive Decisions
- Processing 4,500,000 - 5,500,000 equipment records
- Processing 32,000 - 35,000 distinct MRCs
- Processing 2,000 - 2,500 distinct MIPs
- Processing TFR data for 140 - 160 U.S. Navy ships covering CV, CG, DDG, FFG, L-Decks, LCS & MCM Class ships

4.5.2.2 The contractor shall produce 230 - 250 disc images per Tailored Force Revision, and will involve the following:

- TFR discs shall comply with distribution statement D: Distribution authorized to DoD components and DoD contractors only.
- TFR disc images shall be duplicated at DoD or DoD contractor site.
- The contractor shall provide processes to ensure quality and correctness of each TFR title.
- The contractor will coordinate with Government representative to determine label requirements such as layout, distribution statement, art and color.

4.5.2.3 Provide processes to ensure quality and correctness of each PMS title (CDRL A005).

4.5.2.4 The contractor shall deliver TFR packages 30 days from receipt of PMS data. (CDRL A008)

5.0 QUALITY MANAGEMENT

The contractor shall develop, implement, document, and maintain a quality management system to ensure conformance with contractual requirements and the specific quality and performance requirements of specific task orders to be issued under this contract. The quality management system shall meet the intent of the American National Standards Institute/American Society for Quality ANSI/ASQ ISO 9001:2008, and/or equivalent governing body. Regardless of the standards that are applied, the contractor's quality approach shall be clearly defined and recognize the need to focus on customer satisfaction, defect prevention over inspection, management responsibility and continuous improvement. (CDRL A017)

5.1 Inspection System Plan (ISP)

The contractor shall submit an Inspection System Plan (ISP) for approval not later than 15 days after contract award and first task order issued. The ISP may include generic contractor procedures, for the level of effort CLINs, however for the CPFF Performance Based Completion Integration effort, the ISP shall be specific regarding the work requirements stated in the SOW. (CDRL A018)

5.2 Planning Review

A thorough review of quality requirements shall be conducted to identify the controls, processes, skills, fixtures, tools, and test equipment needed to ensure product quality. The planning review shall also update inspection and testing techniques, instrumentation, and manufacturing methods and processes. Standard program data (test results, defects/failures identified, calibration results, etc.) that may be required by the Government to compile trend evaluation shall be available upon request. (CDRLs A017, A018)

5.3 Quality Management Plan

The contractor's Quality Management Plan should address all areas of work to be performed under the contract to include hardware and software systems engineering, integration and installation, configuration management, logistics and contractor's method for monitoring and reporting on the identified metrics. As with the ISP, the Government, for the Performance based CLINs, is expecting a level of detail that indicates the contractor grasps the Integration scope and the metrics that will be used to evaluate performance. The contractor will be required to provide a final version of this plan after award. (CDRL A017)

5.4 Process Documentation

All processes used to fabricate, assemble, modify, install, deploy, and test products shall be documented and updated. These written procedures and work instructions shall be made available to the employees required to perform the specific task. All procedures and work instructions shall be consistent with the contractor's quality management system. (CDRL A001)

6.0 FACILITIES

6.1 Contractor-Provided Industrial Facility

6.1.1 Due to the need to be near the U.S. Navy Fleet, the preponderance of the tasking is expected to occur in Norfolk, VA. As such, the contractor shall have a facility or spaces within a 50-mile radius (driving distance) of Norfolk, VA. To support the overall management and coordination of tasks with NAWCAD 4.11.3, the Government may allow space to accommodate no more than 20 contractor employees on site at St. Inigoes, MD. The contractor shall provide details of spaces proposed, and they shall be of sufficient size and locations to cover personnel and equipment required by this SOW.

6.1.2 This contract tasking requires close coordination (via telecom or travel) with activities listed below located in:

- Norfolk, VA
- San Diego, CA
- Groton, CT
- NAVSEA Logistics Center, Det. Norfolk, VA - PMS and RCM coordinating activity

- NAVSEA Logistics Center, Det. San Diego, CA - PMS coordinating activity
- U.S. Fleet Forces Command, Norfolk, VA
- Type Commanders (TYCOMS)
 - SUBLANT - Norfolk, VA
 - SUBPAC - San Diego, CA
 - SURFLANT - Norfolk, VA
 - SURFPAC - San Diego, CA
 - AIRLANT - Norfolk, VA
 - AIRPAC - San Diego, CA

7.0 INFORMATION TECHNOLOGY (IT)

The Government will provide all necessary reference documents not generally available to the Contractor as required. Throughout the life of the contract, if any instruction or document is replaced or superseded, the replacement or superseding instruction or document shall be applicable to the requirements defined in this SOW. The following specifications, standards, instructions, and directives are incorporated by reference; the list is not all inclusive. Compliance with the detail, standards, specifications or policy contained in these documents is essential in the performance of this contract. Unless otherwise noted, the revision level and date for each document, specification or standard cited shall be that listed in the DoD ASSIST Database (<http://assistdocs.com/search>) in effect on the date of contract award or at the time an option is exercised". The Contractor shall not purchase any IT equipment on behalf of NAVAIR in support of this Contract, which reports to PBIS-IT, without a Naval Air Systems Command (NAVAIR) Command Information Officer (CIO) approved NAV-IDAS ITPR.

All IT procured on behalf of this contract shall meet all DoD/DON and NAVAIR IA policies. Failure to follow these policies will result in denied access to NMCI, One Net, Integrated Shipboard Network System (ISNS) and other DON, DoD and Joint Networks. These IA policies are standard across the Department and ensure IA compatibility and interoperability.

IT systems and or networks operated by contractors pursuant to a NAVAIR contract, regardless of the level of data processed, shall be operated in accordance with the NISPOM.

Contractor-owned equipment shall be permitted connections to NAVAIR/DoD networks in order to carry out the performance of this contract. All Contractor-owned hardware and/or software shall meet DoDI 8500.2 Cybersecurity Controls, is subject to validation scanning and must be approved by the NAVAIR site IA Manager prior to connection.

The following specific criteria must be met before the contractor may be connected to any DoD or NAVAIR network in support of this contract. Requirements include:

- a. Network Vulnerability Scanning. NAVAIR Deputy CIO for Information Assurance maintains authorized auditing tools and shall provide for firewall/port scans, device discovery scan, vulnerability assessment, and other requirements as required to ensure secure interoperability with DoD Contracts. The contractor shall be responsible for the remediation of any equipment that fails these audits prior to the connection the system to the networks;

- Results of approvals shall be documented via Memorandum of Agreement with the Facility Security officer and the Defense Security Service Representative for that contractor;
- b. Extent of Validation Scanning. To prevent scanning of corporate assets, all such networks, equipment and connections shall be physically segregated from any government/contractor corporate networks that are not in direct support of DoD contracts;
 - c. Circuit Provisioning. Any circuit or connection between NAVAIR and/or DoD site and the contractor site shall be provisioned via the Defense Information Security Agency and comply with CJCSI 6211.02C (series), Defense Information System Network (DISN): Policy and Responsibilities, 9 July 2008;
 - d. Servicing Systems from a Remote Contractor Site. Remote Access Service connections that allow off-station operation and/or administration of contractor owned systems, located at any NAVAIR facility or site, shall not be permitted, with the exception of those systems connecting to the Command via the Outreach Services identified in Section 7, Enterprise Architecture;
 - e. Memorandum of Agreement and Inter-connection Agreements. An Information Assurance Memorandum of Agreement (MOA) between the contractor owning the equipment and AIR-7.2.6 shall be developed and signed before the equipment can be connected to NAVAIR networks. Failure to comply with the signed MOA shall be grounds for disconnection from the network.

7.1 Clinger-Cohen Act

In 1996, Congress enacted the Clinger-Cohen Act (CCA) requiring agencies to use a disciplined capital planning and investment control process to acquire, use, maintain and dispose of information technology. In accordance with the following Department of Defense Directive (DoDD), Department of Defense Instruction (DoDI), Office of the Secretary of Defense (OSD) memo, and Secretary of the Navy Instruction (SECNAVINST), CCA compliance is required for all programs that contain IT, including National Security Systems (NSS). NSS are defined in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-59. Six factors are used to identify NSS, one of which is IT in weapons and weapons system programs. The law provides authority to the agency's Chief Information Officer (CIO) to manage IT resources effectively and ensure cybersecurity and interoperability. The authority to grant compliance with CCA as a statutory milestone program document resides at either first echelon or second echelon. The level of the Acquisition Category (ACAT) or designation as an Abbreviate Acquisition Program (AAP) determines which echelon has this authority. ACAT III and below acquisition programs CCA compliance assertion confirmation approval authority is delegated to the second echelon Command Information Officers. ACAT I and ACAT II acquisition programs CCA compliance assertion confirmation approval resides at DON CIO (First echelon). Approval of interoperability standards compliance for all acquisition programs resides at DON CIO. Approval of the Cybersecurity Strategy (formerly Acquisition Information Assurance Strategy) is a component of CCA compliance however it is approved separately. Approval authority is divided among the DoD, and DON CIOs as well as the second echelon Command Information Officers. See Table 1 for allocation of approval authorities.

ACAT	Review and	Approval by	Review and	Review and	Approval	Approval
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	Endorsement by Command Information Officer	Command Information Officer	Endorsement by DASN	Endorsement by DON CIO	by DON CIO	by DoD CIO
IC	X		X		X	
ID	X		X	X		X
IAM	X		X	X		X
IAC	X		X	X		X
II	X		X		X	
III		X				
IV		X				
AAP		X				

Table 1: Allocation of Cybersecurity Strategy Approval Authorities

Cybersecurity Strategy approval process begins after the Program Manager signs the Cybersecurity Strategy and puts it forward to the Command Information Officer. The final approved Cybersecurity Strategy is an appendix to the Program Protection Plan (PPP) as well as an element of CCA compliance (Interim DoDI 50000.02, Tables 2 and 9).

- a. Interim DoD Instruction 5000.02, “Operation of the Defense Acquisition System”, November 25, 2013
- b. OSD Memo, Clinger-Cohen Act Compliance Policy, Mar 8 2002
- c. SECNAVINST 5000.2E, Implementation and Operation of the Defense Acquisition

7.2 System Software/Application Compliance

All Information Technology Systems or software/application development, modification or support shall be performed in accordance with Defense Business Transformation guidance (formerly Business Management Modernization Program (BMMP)), Department of the Navy (DON)/Naval Air Systems Command (NAVAIR) Functional Area Manager (FAM) Policies and Guidance, Network and Server Registration, and Web Enablement mandates.

7.3 Web Sites, Web Enablement and Application / System Development, Modification, and Maintenance Support Services

All Information Technology systems, software, and website development, modification or support shall be performed in accordance with all applicable Federal, DoD, DON, and NAVAIR policy, guidance, standards, and strategies, and should be integrated within the NAVAIR Enterprise portal and collaboration environment whenever possible. Any Web sites/servers hosted/located in contractor facilities, or outside NAVAIR enclave, will transition to NAVAIR architecture and infrastructure in accordance with Legacy Shutdown guidance. Policies include, but are not limited to:

- a. Office of Management and Budget Management of Federal Information Resources, OMB CIRCULAR NO. A-130 Revised.
- b. OMB Policies for Federal Agency Public Websites, OMB M-05-04
<http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2005/m05-04.pdf>
- c. Section 508 Amendment to the Rehabilitation Act of 1973 <http://www.section508.gov/>
- d. Department of Defense Web Policies and Guidelines <http://www.defense.gov/webmasters>
- e. Navy Information Operations Command (NIOC) Norfolk Web Risk Assessment Team Website <http://www.public.navy.mil/fcc-c10f/nionorfolk/Pages/AboutWRA.aspx>
- f. DON Policy for Content of Publicly Accessible World Wide Web Sites SECNAVINST 5720.47B www.navy.mil/navydata/internet/secnav5720-47b.pdf
- g. NAVAIR CIO Website (NAVAIR specific policy and guidelines). To request this policy contact the NAVAIR CIO office – 7.2.2 Applications Integration team – Web Manager: Shane Malamphy at 301- 342-1825
- h. Defense Information Systems Agency (DISA) Hosting of All Navy Websites (NAVADMIN 061/08) <http://www.public.navy.mil/bupersnpc/reference/messages/Documents/NAVADMIN/NAV2008/NAV08061.txt>
- i. Consolidation of Navy Web Sites - Reduction of IM/IT Footprint NAVADMIN 145/07 <http://www.public.navy.mil/bupersnpc/reference/messages/Documents/NAVADMIN/NAV2007/NAV07145.txt>
- j. DON Web Presence Policy: The Registration, Compliance of, and Investment in, All Unclassified Web Sites and Uniform Resource Locators
<http://www.doncio.navy.mil/ContentView.aspx?ID=577>
- k. Policy and Procedures for Web Risk Assessment (WRA) of Publicly Accessible Navy Sites (ALCOM 129/09) <http://www.public.navy.mil/fcc-c10f/nionorfolk/Documents/NTD-08-09.txt>

7.4 Software Development / Server Procurement

Any tools developed that will be hosted by the Navy Marine Corps Intranet (NMCI) or run on NMCI workstations will be certified for NMCI and comply with NMCI policy. Additionally, any servers supporting this effort will be transitioned to meet the requirements of the current NAVAIR Server Consolidation effort.

7.5 Cyber Security

NAVAIR's Cybersecurity Program is a unified approach to protect unclassified, sensitive or classified information, and is established to consolidate and focus efforts in securing that information, including its associated systems and resources. Cybersecurity is required operationally throughout the DON. The DON CIO is responsible for IT within the Navy, as mandated by the Clinger-Cohen Act, and is the lead for departmental compliance with the Federal Information Security Management Act of 2002.

All Cybersecurity shall be in compliance with the following listed instructions:

- a. ASD (NII) Directive-Type Memorandum (DTM) 08-027 – Security of Unclassified DoD Information on Non-DoD Information Systems, 31 July 2009

- b. Chairman of the Joint Chiefs of Staff Instruction CJCSI 3170.01H (series), Joint Capabilities Integration and Development System, 10 January 2012
- c. CJCSI 6211.02D Defense Information System Network (DISN): Policy and Responsibilities, 24 Jan 2012
- d. CJCSI 6212.01F Net Ready Key Performance Parameter (NR KPP), 21 March 2012
- e. CJCSI 6251.01D Narrowband Satellite Communications Requirements, 30 Nov 2012
- f. CJCSI 6510.01F, Information Assurance (IA) and Support to Computer Network Defense (CND), 09 Feb 2011, certified current 10 Oct 2013
- g. Chairman of the Joint Chiefs of Staff Manual CJCSM 6510.01B – Incident Handling Program 10 July 2012
- h. Chief of Naval Operations/Headquarters, United States Marine Corps CNO N614/HQMC C4 – Navy-Marine Corps Unclassified Trusted Network Protection (UTNProtect) Policy, Version 1.0, 31 October 2002
- i. Defense Acquisition Guidebook – Chapter 7, Acquiring Information Technology, Including National Security Systems, Section 7.5 Information Assurance (IA)
- j. DoD 5220.22-M, National Industrial Security Program Operating Manual, February 28, 2006 (NISPOM)
- k. DoD 8570.01-M, Information Assurance Workforce Improvement Program, 19 Dec 2005 (Incorporating Change 3, 24 Jan 2012)
- l. DoDD 8000.01 Management of the Department of Defense Information Enterprise, 10 February 2009
- m. DoDD 8100.02, Use of Commercial Wireless Devices, Services, and Technologies in the Department of Defense (DoD) Global Information Grid (GIG), 14 April 2004, Certified Current as of 23 April 2007
- n. DoDD 8570.01 Information Assurance Training, Certification, and Workforce Management, 15 August 2004, Certified Current as of 23 April 2007
- o. DoDI 4630.8, Procedures for Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS), 30 June 2004
- p. DoDI 8500.1, Cybersecurity, 14 March 2014
- q. DoDI 8510.01, Risk Management Framework (RMF) for DoD Information Technology (IT), 12 March 2014
- r. DoDI 8520.2, Public Key Infrastructure (PKI) and Public Key (PK) Enabling, 01 April 2004
- s. DoDI 8551.1, Ports, Protocols, and Services Management (PPSM), 13 August 2004
- t. DoDI 8580.1, Information Assurance in the Defense Acquisition System, 9 July 2004
- u. DoDI 8581.01, Information Assurance (IA) Policy for Space Systems Used by the Department of Defense, 8 June 2010
- v. DON CIO Memo 02-10, Department of the Navy Chief Information Officer Memorandum 02-10 Information Assurance Policy Update for Platform Information Technology, 26 April 2010
- w. DON letter 5239 NAVAIR 726/2322 of 18 Feb 09, NAVAIR Data at Rest Policy
- x. Federal Information Processing Standards Publications (FIPS PUB)
<http://www.nist.gov/itl/fips.cfm>
- y. National Security Telecommunications and Information Systems Security Policy NSTISSP No. 11, Revised Fact Sheet National Information Assurance Acquisition Policy, July 2003.
- z. Office of the Chief of Naval Operations OPNAV INST 5239.1C, Navy Information Assurance (IA) Program, 20 Aug 08

- aa. SECNAV M-5239.1, Department of the Navy Information Assurance Program; Information Assurance Manual, November 2005
- bb. SECNAVINST 5230.15, Information Management/Information Technology Policy for Fielding of Commercial Off the Shelf Software, 10 April 2009
- cc. SECNAVINST 5239.3B, Department of the Navy Information Assurance Policy, 17 June 2009
- dd. SECNAVINST 5239.19, Department of the Navy Computer Network Incident Response and Reporting Requirements, 18 March 2008
- ee. The National Security Act of 1947
- ff. Title 40/Clinger-Cohen Act
- gg. Title 44/ Federal Information Security Management Act

7.6 Enterprise Architecture

- a. Contractor Networks and Connections. Contractor-owned and operated networks are prohibited on any Naval Air Systems Command (NAVAIR) facility or site in support of this contract. The contractor may access non-government, external IP space via the NAVAIR-provided Virtual Private Network (VPN) Outreach service or NAVAIR CIO approved Internet Protocol (IP) service.
- b. Architecture Compliance. The contractor shall ensure all IT solutions, including database solutions, comply with the appropriate NAE Enterprise Architecture, and are verified by the NAVAIR Enterprise Architect (AIR-7.2.3) prior to build out.
- c. Disclosure of pre-existing networks, circuits or connections. Any and all networks, circuits or connections between the contractor and any NAVAIR site related to previous contracts shall be identified in the MOA. Failure to comply and subsequent discovery of an unregistered network, circuit or connection shall be grounds for immediate disconnection.

7.7 Contractor personnel assigned to perform work under this contract may require access to Government IT Systems. Contractor personnel requiring access to Government IT Systems shall comply with AIR-7.2/7.4 Policy Memo 5510, "Information Technology (IT) Position Requirements" dtd 16 Oct 2008 or latest version thereof, available as attached or through the Procuring Contracting Officer (PCO). Prior to accessing any Government IT System, contractor personnel shall submit a completed Systems Authorization Access Request Navy (SAAR-N) OPNAV 5239/14 (JUL 2008), Annual Information Assurance (IA) training certificate, and initiate the requisite background investigation (or provide proof of a current background investigation) to the Contracting Officer's Representative (COR). For purposes of this clause, reference to the COR shall mean the PCO for contracts that do not have a designated COR. In order to maintain access to required systems, the contractor shall ensure completion of annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required. (CDRL A021, A022)

7.7.1 Contractor personnel shall complete, sign and date Part I of the SAAR-N form and coordinate with the COR to designate in Part III, block 33c, the appropriate IT level designation (IT-1, IT-2, or IT-3). The completed SAAR-N and proof of a current background investigation is to be provided to the COR. The COR will review the SAAR-N submitted by the contractor, and if the COR concurs that the contractor requires the IT access designated, the COR will

complete and sign Part II. When a background investigation is required, contractor personnel shall coordinate with Command Personnel Security, AIR-7.4. (CDRL A021, A022)

7.7.2 The contractor shall provide separate Information Technology Personnel Security Reports to the COR and to NAVAIR Security. The report submitted to the COR shall not contain Social Security information that is required in the report submitted to NAVAIR Security. Both reports shall show that all contractor personnel meet the requirements for obtaining access to Government IT Systems, and that all requirements are verified and validated thereafter on an annual basis. All prime, subcontractor, consultants, and temporary employees shall be included in the reports. Revised reports shall be submitted when gains and/or losses of employees occur to ensure that all employees comply with these requirements prior to accessing Government IT Systems. (CDRL A021, A022)

7.8 As this effort requires extensive database and record keeping analysis, the contractor is expected to provide all the necessary servers and/or computers necessary to execute the SOW requirements. Contractor shall detail the contractor owned equipment that may require access to NAVAIR/DoD networks.

8.0 TECHNICAL DIRECTION LETTERS (TDLs)

When necessary, technical direction or clarification concerning the details of specific tasks set forth in the contract task order shall be given through issuance of Technical Direction Letters (TDLs) by the Contracting Officer's Representative (COR). TDLs will not, in any manner, alter the scope of the contract or any task order. Each TDL issued will include a description of the work to be performed, a list of deliverables, data item descriptions, and a delivery schedule. For further direction see Clause 5252.242-9502 "TECHNICAL DIRECTION" in Section H.

9.0 PROGRESS REPORTS

9.1 Financial Progress Reports

In order to provide NAWCAD with the current financial status of the contract at the CLIN level, the contractor shall prepare and deliver financial progress reports for each task order and a roll up at the contract level. (CDRL A024)

9.2 Technical Progress Reports

The contractor shall prepare and deliver a technical progress report as a supplement to each voucher presented for payment. (CDRL A024)

9.3 Reserved

9.4 Segregation of Costs and Invoice Requirements

To support invoice reviews, the Contractor shall report costs in accordance with CDRL A023.

9.5 Project/Task Closeout Report

The contractor shall provide a closeout report after completing the requirements of each task order. (CDRL A015)

10.0 WORK SCHEDULE

The Contractor shall provide the required services and staffing coverage during normal working hours (NWHs). NWHs are usually 8.5 hours (including a 30-minute lunch break), from 0730-1600 each Monday through Friday (except on the legal holidays specified elsewhere). Some supported Government offices have flexibility to start as early as 0600 and end as late as 1800 Monday - Friday. Services and staffing shall be provided for each office at least 8 hours per day (during the 8.5 hour workday which includes the 30-minute lunch break). Contractor work schedules shall be coordinated with the COR to ensure coverage during critical periods, coordination of tasks involving other contractors, coordination of coverage for tasking, and security compliance for buildings/area where access is controlled.

Government employees are allowed to voluntarily work a compressed work schedule (CWS). CWS is an alternative work schedule to the traditional five 8.5 hour workdays (which includes a 30-minute lunch break) worked per week. An employee participating in the CWS completes eight weekdays at 9.5 hours (which includes a 30-minute lunch break) each, one Friday is alternately worked as 8.5 hours and the other Friday is not worked by the employee. The result is 80 hours worked every two weeks, with 44 work hours one week and 36 work hours the other.

The Contractor, after notifying the COR, may allow its employees to work a CWS. Any contractor that chooses to allow its employees to work a CWS in support of this contract agrees that any additional costs associated with the implementation of the CWS vice the standard schedule are unallowable costs under this contract and will not be reimbursed by the government. Furthermore, all contractors shall comply with the requirements of the Fair Labor Standards Act and particularly with Section 7 regarding compensatory overtime. Additionally, the CWS shall not prevent Contractor employees from providing necessary staffing and services coverage when required by the Government.

The following is a list of Federal Government holidays. Individual Contractor employees are encouraged to work in accordance with the same schedules as the Government office they support. However, it is solely at the Contractor's discretion which Federal and State holidays they choose to observe.

Holiday Observed:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September

Columbus Day
 Veterans Day
 Thanksgiving Day
 Christmas Day

Second Monday in October
 November 11
 Fourth Thursday in November
 December 25

In the event that the using activity's facilities are not available as a work location, contractors may be permitted to continue working at an alternate location, if able. In the event that the contractor is prevented from performance at the using activity location as the result of an Executive Order, government holiday, or an administrative leave determination (i.e. inclement weather closing) that applies to the using activity, work performed at an alternate location may be charged to the contract as direct cost provided such charges are consistent with the contractor's accounting practices. Please note that charges that are a result of the alternate work location (i.e. receptionist, janitorial staff) are not chargeable.

11.0 TRAVEL

The contractor shall be required to travel at the Government's request.

11.1 Travel Locations and COR Approval

Local and long distance, domestic, and international travel (CONUS and OCONUS) may be required for this effort. Prior approval is required for all travel under this contract. The Contractor shall provide the COR a written request for authorization to travel at least 30 days in advance of the required travel date, when possible. The request should include: purpose of travel, location, travel dates, number of individuals traveling, and all estimated costs associated with the travel (e.g. lodging, meals, transportation costs, incidental expenses, etc.). Travel arrangements shall be planned in accordance with the Federal Travel Regulations (FTR), prescribed by the General Services Administration for travel in the conterminous 48 United States, and the Joint Travel Regulation (JTR), Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the DoD.

The Government will reimburse the Contractor for allowable travel costs incurred by the Contractor in performance of the contract in accordance with FAR Subpart 31.2. All travel expenses shall be authorized by the COR, and only those travel expenses having valid receipts and travel claims shall be reimbursed to the Contractor as ODCs. Travel shall be reimbursed at cost in accordance with the DoD JTR; whenever work assignments require temporary duty (TDY) aboard a Government ship, the contractor will be reimbursed at the per diem identified in the JTR. The Contractor's documentation for the reimbursement of travel costs (e.g., receipts) shall be governed as set forth in FAR Subpart 31.2, the FTR, and the JTR.

11.1.1 CONUS locations may include but are not limited to:

Location:	Number of	Number of	Number of
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	People:	Days:	Trips:
Mobile, AL	1	5	1
Long Beach, CA	1	5	1
Port Hueneme, CA	1	4	1
San Diego, CA	1	6	4
Groton, CT	1	5	4
Stratford, CT	1	4	3
Washington, DC	1	3	8
Jacksonville, FL	1	4	2
Mayport, FL	1	5	4
Orlando, FL	1	4	1
Pensacola, FL	1	4	1
Carderock, MD	1	3	2
Indian Head, MD	1	1	2
Lexington Park, MD	2	3	9
Bath, ME	1	5	2
Gulfport, MS	1	4	1
Pascagoula, MS	1	5	1
Butte, MT	2	5	1
Philadelphia, PA	2	4	3
Norfolk, VA	2	4	10
Bremerton, WA	1	5	6
Everett, WA	1	5	2
Marinette, WI	1	3	1

11. 1.2 OCONUS locations may include but are not limited to:

Location:	Number of People:	Number of Days:	Number of Trips:
Manama, Bahrain	1	10	1
Santa Rita, Guam	1	8	2
Pearl Harbor, HI	1	8	8
Sicily, Italy	1	9	1
Sigonella, Italy	1	9	1
Sasebo, Japan	1	8	2
Yokosuka, Japan	1	10	3
Rota, Spain	1	8	1

11. 1.3 OCONUS travel shall be conducted IAW DFARS clause 252.225-7040, and the requirements set forth in the task order.

11. 2 Synchronized Pre-Deployment & Operational Tracker (SPOT)

The contractor may travel in USCENTCOM locations. SPOT enables the validation of contractor personnel associated with specific contracts and subcontracts, their authorization and eligibility for access to specific DoD facilities, and their eligibility for specific Government-Furnished Support (GFS), including transportation, housing, food, medical care, medical

evacuation, and emergency evacuation coverage. The contractor shall initiate a Letter of Authorization (LOA) for each prospective traveler. The contractor shall use the SPOT link, <https://spot.altess.army.mil> to enter and maintain data with respect to traveling/deployment personnel and to generate LOAs.

11.3 Letter of Authorization (LOA)

The Government will provide an LOA for official travel supporting this contract. LOAs will identify local authorizations, privileges, etc., as specified by DoD requirements. All defense contractors working under this contract shall carry an LOA with them at all times while deployed. The COR will provide the LOA for official travel supporting this contract.

11.4 Local Travel Reimbursement

Reimbursement of travel by the contractor or subcontractor located within 50 miles of the work site shall not be authorized.

11.5 Travel Reporting and Monitoring

All travel costs will be reported in the monthly status report as well as monitored by the contractor to ensure contract and task order ceilings are not exceeded. (CDRL A012)

12.0 DATA ITEMS FORMAT

The contractor shall provide a uniform order of the following information clearly placed on all required contract data item (deliverables): contract number, task order number, contractor's name, contract WBSN, CDRL number and title, period covered, and date of submission. All data items required by the CDRLs (DD Form 1423, Exhibit A) shall be distributed as required by the CDRL.

12.1 Electronic Format Preferred

The contractor shall provide deliverables in electronic format whenever possible. Deliverables shall be electronically mailed to the COR where feasible. Specific email addresses for electronic submission of deliverables will be provided on the applicable CDRL. Final software products shall be delivered on CD-ROM or DVD media and delivered by hand or postal service.

13.0 IDENTIFICATION BADGES

13.1 Identification Badges

The contractor shall furnish all requested information required to facilitate issuance of identification badges, as required, and shall conform to all applicable regulations concerning their use and possession. ID media is U.S. Government property and shall be surrendered to the Pass and ID Office upon expiration or termination of employment. The Government will not check out contractor personnel unless all media, including Common Access Cards (CACs), are

returned in accordance with NASPAXRIV Instruction 5510.15, Regulations Governing Admission to Naval Air Station, Patuxent River, Webster Field, and Navy Recreation Center Solomons.

13.2 Identification of Contractor Personnel

Corporation affiliation shall be referenced on all written documentation that refers to contractor personnel. This is required for internal and external communications. Similarly, the contractor affiliation shall be identified when answering phone calls and at the beginning of any meeting or conference where contractor personnel are in attendance.

14.0 NON- DISCLOSURE AGREEMENTS

14.1 Non-Disclosure Agreement

In the performance of the contract, the contractor may have access to non-public proprietary information. The contractor shall require that any employee performing services under the contract execute a non-disclosure agreement satisfactory to the Contracting Officer and the entity for which the information belongs. The non-disclosure agreement shall acknowledge the contractor and employee's duties with respect to non-public information and promise to comply with those obligations. Copies of the executed nondisclosure agreements shall be provided to the COR.

14.2 Non-Government Purposes

Consistent with the terms and conditions of paragraph (e)(5) of NAVAIR 5252.209-9510, "Organizational Conflicts Of Interest (Services)", with respect to proprietary data of third parties, and DFARS 252.227-7025, "Limitations On The Use Or Disclosure Of Government- Furnished Information Marked With Restrictive Legends", with respect to technical data, the contractor shall not use, modify, reproduce, release, perform, display, or disclose any non-public information provided to or obtained by the contractor in the course of performing the contract for other than Government purposes, and shall not do so for any commercial or personal purpose.

14.3 Conflicts of Interest

In the event the contractor knows of, or identifies, an employee who has a commercial interest in the subject matter of any proposed or on-going agreement related to the services to be performed herein, the contractor shall consider such interest a potential conflict of interest under paragraph (g) of NAVAIR 5252.209-9510, and promptly disclose it to the Contracting Officer.

15.0 OPERATIONS SECURITY (OPSEC)

15.1 Operations Security (OPSEC) Plan

The contractor shall implement and maintain security procedures and controls to prevent unauthorized disclosure of controlled unclassified and classified information and to control

distribution of controlled unclassified and classified information in accordance with the National Industrial Security Program Operating Manual (NISPOM) and DoDM 5200.01, Information Security Manual. The DoD Contract Security Classification Specification, DD Form 254, specified in Section J, defines program specific security requirements. All controlled unclassified information shall be appropriately identified and marked as For Official Use Only in accordance with DoDM 5200.01, Information Security Program: Controlled Unclassified Information (CUI) Volume 4 (enclosure 3) and DoD 5400.7-R (Freedom of Information Act Regulation) (Chapter 3). All contractor facilities shall provide an appropriate means of storage for controlled unclassified and classified documents, equipment, and materials in accordance with Operations Security (OPSEC) requirements. For Official Use Only information generated and/or provided under this contract shall be marked and safeguarded as specified in DoDM 5200.01 (DoD Information Security Program: Controlled Unclassified Information (CUI)) Vol. 4 (enclosure 3 pages 11-17) available at http://www.dtic.mil/whs/directives/corres/pdf/520001_vol4.pdf and DoD 5400.7-R, Freedom of Information Program Chapter 3 (pages 31-42) available at <http://www.dtic.mil/whs/directives/corres/pdf/540007r.pdf>. All controlled unclassified technical information shall be appropriately identified and marked with the distribution statement identified on the source document or directed by the COR.

The contractor shall prepare and deliver an Operations Security Plan for Government review. (CDRL A020)

15.2 OPSEC Program

The contractor shall develop, implement, and maintain an OPSEC program to protect controlled unclassified and classified activities, information, equipment, and material used or developed by the contractor and any subcontractor during performance of the contract. The contractor shall be responsible for the subcontractor implementation of the OPSEC requirements. This program may include Information Assurance and Communications Security (COMSEC). The OPSEC program shall be in accordance with National Security Decision Directive (NSDD) 298, and at a minimum shall include:

- (a) Assignment of responsibility for OPSEC direction and implementation.
- (b) Issuance of procedures and planning guidance for the use of OPSEC techniques to identify vulnerabilities and apply applicable countermeasures.
- (c) Establishment of OPSEC education and awareness training.
- (d) Provisions for management, annual review, and evaluation of OPSEC programs.
- (e) Flow down of OPSEC requirements to subcontractors when applicable.

16.0 OTHER DIRECT COSTS (CLINs 0010, 0011, 0012, 0013, 0014)

16.1 Other Direct Costs

The contractor may be required to incur travel and incidental supplies and materials costs in support of this effort as Other Direct Costs (ODC).

16.2 Government Property

All materials associated with this contract that is purchased by the contractor and not depleted during the performance of the contract shall become the property of the Federal Government in accordance with FAR 52.245-1. Any materiel remaining after the completion of the contract, the cost of which has been reimbursed by the Government, will remain Government property and will be transferred to the Government by way of a DD1149 or Material Inspection and Receiving Report (DD 250).

17.0 PERSONNEL SECURITY

Only U.S. citizens may perform under this contract. All personnel must be able to obtain the Secret clearance levels cited in Section 20 of this SOW. All personnel required to work at the Government's site must, at a minimum, obtain an Interim Secret Clearance prior to starting work at the Government's facility. In some instances, a Top Secret level clearance may be required. The level of clearance required performing tasking under this contract and resultant order is up to and including Top Secret.

18.0 QUALITY SURVEILLANCE AND PERFORMANCE STANDARDS

The Government will conduct quality surveillance via various methods including formal and informal meetings, review of technical reports, review of monthly progress reports, and review of deliverables as provided Attachment 2, Quality Assurance Surveillance Plan (QASP)/Contract Surveillance Plan (CSP). The Government will evaluate contractor performance in the areas of Quality, Schedule, Cost Control, Business Relations, Management, Small Business compliance, and other areas in accordance with the procedures and criteria established in the Attachment 2 QASP/CSP.

19.0 GOVERNMENT FURNISHED PROPERTY/INFORMATION

GFI such as training, and documentation requiring contractor review, analysis, and updating will be provided throughout the task order periods of performance. Disposition of GFI will be made at task order completion or upon the requirement completion.

20.0 PERSONNEL REQUIREMENTS

20.1 The contractor is responsible for employing and maintaining personnel throughout the entire contract that meet the minimum qualifications for the applicable labor categories listed in the Qualifications section below. Not all personnel in a labor category are required to be designated as key. The number of resumes required per labor category is shown in brackets.

20.2 Personnel must have, or be able to, obtain the appropriate security clearance as outlined in the Security Clearance Information table below and on the DD Form 254. Proof of U.S. citizenship is required to permit access to government installation, aircraft, and ships.

Note: All required experience for any of the labor categories may have been obtained concurrently. All degrees shall be obtained from an accredited college or university.

SECURITY CLEARANCE INFORMATION

Position/labor category	Security Clearance Level Required at Issuance of Task Order	Required 60 Days After Issuance of Task Order	Required 120 Days After Issuance of Task Order
Computer and Information Research Scientist, Journeyman *	Secret (1)		
Computer Based Training Specialist, Journeyman			Secret (1)
Computer Programmer, Journeyman		Secret (1)	Secret (1)
Computer Programmer, Junior			Secret (1)
Computer Programmer, Senior		Secret (1)	
Computer Scientist, Journeyman			Secret (1)
Computer Scientist, Junior			Secret (1)
Computer Systems Analyst, Journeyman			Secret (2)
Computer Systems Analyst, Junior			Secret (1)
Computer Systems Analyst, Senior			Secret (1)
Information Security Analyst, Journeyman	Secret (1)		
Information Security Analyst, Junior			Secret (1)
Logistics Analyst, Journeyman	Secret (1)		
Logistics Analyst, Junior	Secret (1)		
Logistics Engineer, Journeyman	Secret (1)		
Logistics Engineer, Junior	Secret (1)		
Logistics Engineer, Senior *	Secret (1)		
Manager, Journeyman *	Secret (1)		
Program Manager, Senior*	Secret (1)		
Program/Project Analyst, Journeyman *	Secret (2)		
Program/Project Analyst, Junior	Secret (1)		
Software Engineer, Journeyman	Secret (1)		
Software Engineer, Senior*			Secret (1)
Subject Matter Expert (Navy Maintenance Lead), Journeyman*		Secret (1)	
Subject Matter Expert (S1000D IETM Lead), Journeyman*			Secret (1)
Systems Analyst, Journeyman	Secret (1)		
Systems Analyst, Junior	Secret (1)		
Systems Analyst, Senior *	Secret (1)		
Technical Writer II, Junior	Secret (1)		
Training and Development Specialist, Journeyman*	Secret (2)	Secret(1)	

* Indicates 1 Key Personnel

(#) Indicates # of Security Clearance

As this solicitation requirement will necessitate a phase-in staging plan, the number of days to obtain a clearance, by category, will be dictated by authorized task orders.

20.4 College Degree: All degrees shall be obtained from an “accredited college or university” as recognized by the U.S. Department of Education. This includes Associates, Bachelor’s, Master’s, or Doctorate degrees.

20.5 Degree Majors: Specific Degree requirements are stated under each labor category specified herein

20.6 Technical Certification Training: Specific Certification requirements are stated under each labor category specified herein.

20.7 Experience and Education Level definitions:

JUNIOR: A Junior labor category has less than 3 years’ experience and a BA/BS degree. A Junior labor category is responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions. Note: Specific experience requirements are included under each labor category.

JOURNEYMAN: A Journeyman labor category has 3 to 10 years of experience and a BA/BS degree. A Journeyman labor category typically performs all functional duties independently. Note: Specific experience requirements are included under each labor category.

SENIOR: A Senior labor category has over 10 years of experience and a MA/MS degree. A Senior labor category typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently. A Senior labor category may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job. Note: Specific experience requirements are included under each labor category.

Additionally, the following qualification substitution chart provides standard experience/education substitutions:

Bachelor’s Degree *	6 years additional relevant work experience may be substituted for a Bachelor’s Degree	Associate’s Degree plus 4 years’ additional relevant work experience may be substituted for a Bachelor’s Degree
Master’s Degree *	Bachelor’s Degree plus 4 years additional relevant work experience may be substituted for a Master’s	Associate’s Degree plus 8 years additional relevant work experience may be substituted for a Master’s
Master’s Degree * (Continued)	10 years additional relevant work experience may be substituted for a Master’s	

Years of experience shall mean full, productive years of participation. Productive years mean 52 weeks of work reduced by reasonable amounts of time for holidays, annual and sick leave. If participation was part-time, or if less than one-half of the standard work week was spent performing qualifying functions, the actual time spent performing qualifying functions may be accumulated to arrive at full years of experience. Specific requirements for fields of experience are stated under each labor category, as applicable, and specified herein.

20.8 Labor Qualifications: The following table lists the minimum labor category education and experience level/requirements, their corresponding Office of Management and Budget (OMB) and Bureau of Labor and Statistics (BLS) Standard Occupational Classification (SOC) and the functional descriptions for each professional labor category:

<u>Labor Category</u>	<u>Level</u>	<u>BLS SOC Code</u>	<u>Functional Description</u>
Computer and Information Research Scientist	Journeyman	15-1111	See below (para 20.10)
Computer Based Training Specialist	Journeyman	27-1014	See below (para 20.10)
Computer Programmer	Senior	15-1132	See below (para 20.10)
Computer Programmer	Journeyman	15-1132	See below (para 20.10)
Computer Programmer	Junior	15-1132	See below (para 20.10)
Computer Scientist	Journeyman	15-1221	See below (para 20.10)
Computer Scientist	Junior	15-1221	See below (para 20.10)
Computer Systems Analyst	Senior	15-1121	See below (para 20.10)
Computer Systems Analyst	Journeyman	15-1121	See below (para 20.10)
Computer Systems Analyst	Junior	15-1121	See below (para 20.10)
Information Security Analyst	Journeyman	15-1122	See below (para 20.10)
Information Security Analyst	Junior	15-1122	See below (para 20.10)
Logistics Analyst	Journeyman	13-1111	See below (para 20.10)
Logistics Analyst	Junior	13-1111	See below (para 20.10)
Logistics Engineer	Senior	17-2199	See below (para 20.10)
Logistics Engineer	Journeyman	17-2199	See below (para 20.10)
Logistics Engineer	Junior	17-2199	See below (para 20.10)
Manager	Journeyman	11-1021	See below (para 20.10)
Program Manager	Senior	11-1021	See below (para 20.10)
Program/Project Analyst	Journeyman	13-1111	See below (para 20.10)
Program/Project Analyst	Junior	13-1111	See below (para 20.10)
SME Navy Maintenance Lead	Journeyman	15-1111	See below (para 20.10)
SME S1000D IETM Lead	Journeyman	15-1111	See below (para 20.10)
Software Engineer	Senior	15-1252	See below (para 20.10)
Software Engineer	Journeyman	15-1252	See below (para 20.10)
Systems Analyst	Senior	13-1111	See below (para 20.10)
Systems Analyst	Journeyman	13-1111	See below (para 20.10)
Systems Analyst	Junior	13-1111	See below (para 20.10)
Technical Writer II	Junior	27-3042	See below (para 20.10)
Training and Development Specialist	Journeyman	25-1194	See below (para 20.10)

20.9 DEFINITIONS

As used in the minimum personnel qualification descriptions for this contract, the terms indicated are defined or their meaning qualified as follows:

Academic Year - A full or complete year of study at an accredited junior college, college, university, or other academic institution toward which at least 30 semester hours or 45 quarter hours of undergraduate study, or 18 semester hours or 27 quarter hours of postgraduate study, were completed

Accredited Institution - A post-secondary educational institution (junior college, college, university, technical trade, or professional school) that has been approved by an accrediting agency listed as nationally recognized by the U.S. Department of Education (DoE)

Accredited Program - An educational program or course of study offered by a post-secondary educational institution and approved by an accrediting agency listed as nationally recognized by the U.S. DoE

Degree - An academic title conferred by an educational institution upon completion of a unified course of study; if not otherwise noted, the term shall mean a degree at the bachelor, master, or doctoral levels only

Engineering or Engineering Discipline - When used in relation to educational or work experience requirements, “engineering” means any of the following specific subjects, disciplines, or areas of work experience only: aerospace, civil, computer, electrical, electronics, industrial, mechanical, nuclear, or systems.

Postgraduate Degree - A master's, Ph.D., or other professional degree for which completion of an undergraduate curriculum for receipt of a bachelor's degree was a prerequisite.

Related Field - A field with a similar curriculum of study but is referenced by a different name.

Technical Discipline - When used in relation to educational or work experience requirements, “technical discipline” shall mean a degree in the field of Mathematics or Sciences.

Technical Rating - Completion of a U.S. Navy electronics technology related A, B or C school for Cryptologic Technician Technical (CTT), Electronics Technician (ET), Electronic Warfare Technician (EW), Fire Controlman (FC), or Information Systems Technician or the equivalent from another branch of service.

20.10 LABOR QUALIFICATIONS

KEY PERSONNEL:

Program/Project Analyst, Journeyman (Key)(1), SOC 13-1111

Function: Applies analytic techniques in the evaluation of program/project objectives. Analyzes requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to aircraft/weapon/project acquisition and product programs. Tracks program/project status and schedules. Applies government-instituted processes for documentation, change control management and data management.

Education: No specific degree major.

Certification: No specific certifications.

Experience: Must have a minimum of four (4) years experience within the last six (6) years as a team leader. Demonstrated experience in cost/benefit analysis, quality control, successful completion of critical path events and project tracking. Familiarity with SECNAV, OPNAV and OSD forms related to PPBS, Military Interdepartmental Procurement Requests, Work requests, Requisitions, Contract Data Requirements List, and DD 254.

Computer and Information Research Scientist, Journeyman (Key)(1), SOC 15-1111

Function: Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software. Expertise in support of defining, integrating, and transitioning information technology solutions into DON infrastructure and systems. Analyzes the computer and information needs of the organization from an operational and strategic perspective. Ensures the availability, continuity, and security of information technology solutions. Recommends and supports process improvement initiatives.

Education: Degree must be in computer science, computer engineering, information technology, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required for at least one (1) Journeyman Information Management and Technology Analyst.

Experience: At least six (6) years of experience with information systems to include working with ALE, IETM, or Navy Maintenance systems. At least four (4) years of experience integrating data from systems with at least five (5)

distributed sources, a combination of directly controlled and shared/outside databases, and mix connectivity for data synchronization. Experience may be concurrent.

Manager, Journeyman (Key)(1),SOC 11-1021

Function: Acts as the deputy overall lead, manager and administrator for the contracted effort. Serves as the primary interface and point of contact with Government program authorities on technical and program/project issues. Oversees contractor execution of the contract requirements. Manages acquisition and employment of program/project resources.

Education: Degree must be in engineering, engineering management, computer science, management, program management, or business administration.

Certification: No specific certifications.

Experience: [A minimum of seven \(7\) years of professional Defense Acquisition experience with at least three \(3\) of the seven \(7\) years in support of Navy Acquisition management.](#) Must be knowledgeable of acquisition policies and procedures, and have demonstrated knowledge of, and experience with, the requirements of the DOD 5000 series. At least four (4) years of experience must be leading teams supporting Navy IETM, Planned Maintenance, or Automated Logistics systems development and sustainment teams. Experience may be concurrent.

Program Manager, Senior (Key)(1), SOC 11-1021

Function: Acts as the overall lead, manager and administrator for the contracted effort. Serves as the primary interface and point of contact with Government program authorities on technical and program/project issues. Oversees contractor execution of the contract requirements. Manages acquisition and employment of program resources.

Education: Degree must be in engineering, engineering management, computer science, management, program management, or business administration.

Certification: No specific certifications.

Experience: [Must have a minimum of ten \(10\) years of relevant experience. Must have three \(3\) years experience within the last six \(6\) years, in support of Navy Acquisition management. Must have seven \(7\) years supervisory experience. Must have eight \(8\) years of experience in the planning, organizing, directing, and executing multiple Interactive Electronic Technical Manual \(IETM\), Planned Maintenance System \(PMS\), or computer-based training development projects.](#) Must be knowledgeable of acquisition policies and procedures, and have demonstrated knowledge of, and experience with, the requirements of the DOD 5000 series, and have demonstrated ability to effectively provide guidance, direction, and supervision in all areas of contracted effort such as program management, systems engineering, and financial management when working with large and diverse teams.
[Experience may be concurrent.](#)

Software Engineer, Senior (Key)(1), SOC 15-1252

Function: Research, design, and develop computer and network software or specialized utility programs. Analyze user needs and develop software solutions, applying principles and techniques of computer science, engineering, and mathematical analysis. Update software or enhance existing software capabilities. May work with computer hardware engineers to integrate hardware and software systems, develop specifications, and performance requirements. May maintain databases within an application area, working individually or coordinating database development as part of a team.

Education: Degree must be in Engineering, Logistics, Computer Science, Information Technology, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required.

Experience: [Must have a minimum of ten \(10\) years of experience in developing and sustaining subsystem and software components.](#) At least six (6) years experience working with Standard Generalized Markup Language (SGML), Extensible Markup Language (XML), or development of database queries or transformation of unstructured data into standards based structured data formats. At least three (3) years of experience developing solutions distributed to USN ashore and afloat users through DoD infrastructure. [Experience may be concurrent.](#)

Subject Matter Expert (Navy Maintenance Lead), Journeyman (Key)(1), SOC 15-1111

Function: Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software. Applies expertise to support program development, project execution, business and technical operations, strategic initiatives, workforce development, or as required to support technical and organizational tasks for PMS integration within USN operational, support, and engineering/sustainment environments. Assists and leads both analysis of current or in-work systems and the planning of future systems.

Education: Degree must be in Engineering, Logistics, Computer Science, Information Technology, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level II certification is required.

Experience: At least nine (9) years of hands-on experience in one of the following areas: Business operations, systems requirements, operational requirements, test & evaluation, and training. Recognized expert who has demonstrated industry and public service leadership in Navy Maintenance. At least five (5) years of demonstrated experience with Navy's Maintenance and Material Management 3M system and Planned Maintenance System (PMS). Working knowledge including interpretation and demonstrated use of NAVSEA 4790 3M Manual.

[Experience may be concurrent.](#)

Subject Matter Expert (S1000D IETM Lead), Journeyman (Key)(1), SOC 15-1111

Function: Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software. Applies expertise to support program development, project execution, business and technical operations, strategic initiatives, workforce development, or as required to support technical and organizational tasks for S1000D, IETM, and ALE.

Education: Degree must be in logistics, mathematics, computer science, computer engineering, information technology, or related field.

Certification: No specific certifications.

Experience: At least nine (9) years of hands-on experience in one of the following areas: Business operations, systems requirements, operational requirements, test & evaluation, and training. Recognized expert who has demonstrated industry and public service leadership in S1000D and IETM technology. At least (5) years to include demonstrated experience working with USN S1000D and ALE, drafting and reviewing DoD 5000 acquisition materials, evaluating IETM content, and assisting government verification efforts for IETM usability. [Experience may be concurrent.](#)

Systems Analyst, Senior (Key)(1), SOC 13-1111

Function: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.

Education: Degree must be in computer science, computer engineering, information systems, physical science, or business field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level 1 certification is required for at least one (1) Senior Systems Analyst.

Experience: [Must have a minimum of ten \(10\) years of experience in a technical analysis position with mid-sized client-server systems in systems analysis, software design, software development and database administration.](#) Demonstrated knowledge of quality assurance, quality control, and independent verification and validation techniques. Demonstrated knowledge of system acquisition practices required to design, develop, integrate, test and manufacture a major system. At least six (6) years of experience translating functional objectives into systems designs, consolidating complex data from separate sources into analytic tools, optimizing tools and processes, leading the instructional design of Navy Computer Based Training (CBT) software or leading the requirements/architectural analysis of systems supporting NAVSEA planned maintenance.

Logistics Engineer, Senior (Key)(1), SOC 17-2199

Function: Has programmatic or technical leadership roles in identifying, formulating, designing and/or testing practical solutions to integrated logistics, sustainment, reliability, or human performance problems. Guides the development and integration complex systems into the appropriate DOD and/or Federal infrastructures (policy, information technology, operational, and engineering).; Applies systems engineering methods and tools and when appropriate, conduct research in applied systems engineering to advance the field.

Education: Degree must be in systems engineering, computer science, computer engineering, information systems, logistics, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level II certification is required for at least two (2) Senior Logistics Engineers.

Experience: [Must have a minimum of ten \(10\) years of experience in an engineering position. At least three \(3\) of the ten \(10\) years of experience must be directly related to Naval systems.](#) Demonstrated knowledge in area of engineering expertise. At least four (4) years of experience analyzing Naval ship systems integration, automated logistics, or air/ship integration. At least one Systems Engineer, Senior must demonstrate at least four (4) years of experience optimizing NAVSEA Maintenance Requirement Cards (MRCs) across configuration sets. [Experience may be concurrent.](#)

Training and Development Specialist, Journeyman (Key)(1), SOC 13-1151

Function: Design and conduct training and development programs to improve individual and organizational performance. Researches and analyzes new or revised technical documentation and information concerning advances in military weapons systems and support systems technology. Designs, develops, and prepares structured training material, presentation materials, and courses of study related to the operation or maintenance of military weapon systems and support systems. Works to implement program use of the training courses and materials that are developed.

Education: Degree in Education, Psychology, Organizational Learning, Human Factors, or related field.

Experience: At least eight (8) years of experience establishing training needs, developing goals and objectives, developing training programs, and applying the instructional system development (ISD) process. Three (3) years of experience shall include specifically applying the ISD process to the development of self-paced CBTs. [Experience may be concurrent.](#)

NON-KEY PERSONNEL

Program/Project Analyst, Journeyman, SOC 13-1111

Function: Applies analytic techniques in the evaluation of program/project objectives. Analyzes requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to aircraft/weapon/project acquisition and product programs. Tracks program/project status and schedules. Applies government-instituted processes for documentation, change control management and data management.

Education: No specific degree major.

Certification: No specific certifications.

Experience: **Must have a minimum of three (3) years of relevance experience.** At least two Journeyman Program/Project Analysts must have a minimum two (2) years of experience within the last six (6) years as a team leader. Demonstrated experience in cost/benefit analysis, quality control, successful completion of critical path events and project tracking. Familiarity with SECNAV, OPNAV and OSD forms related to PPBS, Military Interdepartmental Procurement Requests, Work requests, Requisitions, Contract Data Requirements List, and DD 254.

Program/Project Analyst, Junior, SOC 13-1111

Function: Applies analytic techniques in the evaluation of program/project objectives. Analyzes requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to aircraft/weapon/project acquisition and product programs. Tracks program/project status and schedules. Applies government-instituted processes for documentation, change control management and data management.

Education: No specific degree major.

Certification: No specific certifications.

Experience: No experience required.

Computer Based Training Specialist, Journeyman, SOC 27-1014

Function: Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials. The Computer Based Training Specialist works with courseware production team to design and develop interactive computer based courseware. Uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation, and video for interactive presentations.

Education: Degree in computer science, multimedia, education, graphics design, or related field.

Certification: No specific certifications.

Experience: At least three (3) year of experience performing functional duties for commercial, academic, or DoD communities is required.

Computer Programmer, Junior, SOC 15-1132

Function: Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team.

Education: Degree must be in computer science, computer engineering, information technology, or related field.

Certification: No specific certifications.

Experience: Field of experience must include at least one (1) year of software programming experience to include C++, Java, HTML, CSS, or C#.

Computer Programmer, Journeyman, SOC 15-1132

Function: Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. May supervise computer programmers.

Education: Degree must be in computer science, computer engineering, information technology, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required for at least two (2) Journeyman Computer Programmers.

Experience: Field of experience must include at least four (4) years of Software Design, and Development, and at least two (2) years programming experience with one or more of the following programming languages or technologies: C#, Microsoft ASP.NET, Adobe Flash, JavaScript, eXtensible Markup Language (XML), eXtensible Stylesheet for Transformations (XSLT), Standard Generalized Markup Language (SGML), or Structured Query Language (SQL). Experience may be concurrent.

Computer Programmer, Senior, SOC 15-1132

Function: Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. May supervise computer programmers.

Education: Degree must be in computer science, computer engineering, information technology, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required for at least one (1) Senior Computer Programmer.

Experience: **Must have a minimum of ten (10) years of relevant experience.** Must include at least six (6) years of Software Design, and Development, and Test and Evaluation and at least five (5) years of programming experience with one or more of the following programming languages or technologies: C#, Microsoft ASP.NET, Adobe Flash, JavaScript, eXtensible Markup Language (XML), eXtensible Stylesheet for Transformations (XSLT), Standard Generalized Markup Language (SGML), or Structured Query Language (SQL). Four (4) years of experience, to include: Database development, Web page design, Computer Based Training development, and using .NET tools and .net Integrated Development Environment tools, asp.net, SQL Server, and HTML editor tools. Experience may be concurrent.

Computer Scientist, Junior, SOC 15-1221

Function: Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software.

Education: Degree must be in computer science, computer engineering, mathematics, information systems (not management), or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required for one (1) Junior Computer Scientist.

Experience: Field of experience must include at least one (1) year of experience performing computer scientist functions in one or more of the following programming languages or technologies: Navy software development, NMCI integration, eXtensible Markup Language (XML), eXtensible Stylesheet for Transformations (XSLT), Standard Generalized Markup Language (SGML), or Structured Query Language (SQL).

Computer Scientist, Journeyman, SOC 15-1221

Function: Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software.

Education: Degree must be in computer science, computer engineering, mathematics, information systems (not management), or related field.

Certification: No specific certifications.

Experience: At least five (5) years of experience, to include: Software Design, Development, and Test and Evaluation. Three (3) years of programming experience with one or more of the following programming languages or technologies: C#, Microsoft ASP.NET, Adobe Flash, JavaScript, eXtensible Markup Language (XML), eXtensible Stylesheet for Transformations (XSLT), Standard Generalized Markup Language (SGML), Structured Query Language (SQL). Three (3) years of experience, to include: Database development, Web page design, Computer Based Training development, and using .NET tools and .net Integrated Development Environment tools, asp.net, SQL Server, and HTML editor tools. Experience may be concurrent.

Computer Systems Analyst, Junior, SOC 15-1121

Function: Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

Education: Degree must be in computer science, computer engineering, information technology, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required for one (1) Junior Computer Systems Analyst.

Experience: At least two (2) years of experience in translating functional objectives into system designs, consolidating complex data from separate sources into analytic tools, and optimizing tools and processes. Demonstrated knowledge of Shareable Content Object Reference Model (SCORM) standards and experience designing CBT software OR identifying patterns of anomaly, optimization candidates, or leading system failure indicators in Naval maintenance data using Fleet provided scheduled and event driven data.

Computer Systems Analyst, Journeyman, SOC 15-1121

Function: Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

Education: Degree must be in computer science, computer engineering, information technology, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required for at least two (2) Journeyman Computer Systems Analysts.

Experience: Field of experience must include at least six (6) years defining requirements, translating functional objectives into system designs, consolidating complex data from separate sources into analytic tools, and optimizing

tools and processes. Demonstrated knowledge of applying Shareable Content Object Reference Model (SCORM) standards or three (3) years of experience in Naval maintenance systems. At least two (2) Computer Systems Analysts II shall have experience in translating requirements for Consolidated Afloat Networks and Enterprise Services (CANES), Common PC Operating System Environment (COMPOSE), and/or Navy Information Application Product Suite (NIAPS) deployed ship systems into data repositories; OR optimizing media content for distribution across Naval IT infrastructure through blended streaming, pre-loading, background loading, and compression; OR integration of COTS operational user manuals, systems engineering data/schematics, test/use cases, or Navy Fleet feedback into IETMs or CBT with Level 2+ user interactivity ; OR identifying patterns of anomaly, optimization candidates, or leading systems failure indicators in Naval maintenance data using Fleet provided scheduled and event driven data. [Experience may be concurrent.](#)

Computer Systems Analyst, Senior, SOC 15-1121

Function: Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

Education: Degree must be in computer science, computer engineering, information technology, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required for one (1) Computer Systems Analyst, Senior.

Experience: [Must have a minimum of ten \(10\) years of experience](#) defining requirements, translating functional objectives into systems designs, consolidating complex data from separate sources into analytic tools, and optimizing tools and processes. Demonstrated knowledge of applying Shareable Content Object Reference Model (SCORM) standards or three (3) years of experience in Naval maintenance systems. Required experience includes four (4) years translating requirements for Consolidated Afloat Networks and Enterprise Services (CANES), Common PC Operating System Environment (COMPOSE), and/or Navy Information Application Product Suite (NIAPS) deployed ship systems into data repositories; OR optimizing media content for distribution across DoD IT infrastructure through blended streaming, pre-loading, background loading, and compression; OR integration of COTS manuals, systems engineering data/schematics, test/use cases, or Military Maintainer feedback into IETMs or CBT with Level 2+ user interactivity ; OR identifying patterns of anomaly, optimization candidates, or leading systems failure indicators in Naval maintenance data using Fleet provided scheduled and event driven data. [Experience may be concurrent.](#)

Information Security Analyst, Junior, SOC 15-1122

Function: Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.

Education: Degree must be in computer science, cyber security, information systems, information security, computer engineering, or related field.

Certification: No specific certifications.

Experience: No experience required.

Information Security Analyst, Journeyman, SOC 15-1122

Function: Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.

Education: Degree must be in computer science, cyber security, information systems, information security, computer engineering, or related field.

Certification: No specific certifications.

Experience: At least seven (7) years of practical computer security experience in secure network and system design, analysis, procedure/test generation, test execution and implementation of computer/network security mechanisms. At least three (3) years of experience applying information security and Navy directed IT systems accreditation to Fleet fielded systems. [Experience may be concurrent.](#)

Logistics Analyst, Junior, SOC 13-1111

Function: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.

Education: No specific degree major.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required.

Experience: At least one (1) year of experience in defense life-cycle (acquisition) logistics support of electronic systems, to include logistics principles, practices, and processes or one (1) year of USN Fleet Maintenance experience.

Logistics Analyst, Journeyman, SOC 13-1111

Function: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.

Education: No specific degree major.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required.

Experience: At least six (6) years of experience in defense life-cycle (acquisition) logistics support of electronic systems, to include logistics principles, practices, and processes or six (6) years of USN Fleet Maintenance experience. At least three (3) years of experience working with Navy 3M system, including PMS schedules, feedback reports, parts and materials. Experience analyzing 3M data and shipboard equipment and systems.

[Experience may be concurrent.](#)

Software Engineer, Journeyman, SOC 15-1252

Function: Research, design, and develop computer and network software or specialized utility programs. Analyze user needs and develop software solutions, applying principles and techniques of computer science, engineering, and mathematical analysis. Update software or enhance existing software capabilities. May work with computer hardware engineers to integrate hardware and software systems, develop specifications, and performance requirements. May maintain databases within an application area, working individually or coordinating database development as part of a team.

Education: Degree must be in computer science, computer engineering, engineering, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required.

Experience: At least four (4) years of experience with Navy's 3M system and Planned Maintenance System (PMS) or four (4) years of experience with XML development/integration.

Systems Analyst, Journeyman, SOC 13-1111

Function: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.

Education: Degree must be in computer science, computer engineering, information systems, physical science, engineering, business, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required for at least one (1) Journeyman Systems Analyst.

Experience: [Must have a minimum of three \(3\) years of experience demonstrating](#) knowledge of quality assurance, quality control, and independent verification and validation techniques, as well as knowledge of system acquisition practices required to design, develop, integrate, test and manufacture a major system. At least one Systems Analyst, Journeyman must demonstrate two (2) or more years [of experience with data analytics. Experience may be concurrent.](#)

Systems Analyst, Junior, SOC 13-1111

Function: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.

Education: Degree must be in computer science, computer engineering, information systems, physical science, engineering, business, or related field.

Certification: No specific certifications.

Experience: No experience required.

Logistics Engineer, Journeyman, SOC 17-2199

Function: Has programmatic or technical leadership roles in identifying, formulating, designing and/or testing practical solutions to integrated logistics, sustainment, reliability, or human performance problems. Guides the development and integration complex systems into the appropriate DOD and/or Federal infrastructures (policy, information technology, operational, and engineering).; Applies systems engineering methods and tools and when appropriate, conduct research in applied systems engineering to advance the field.

Education: Degree must be in systems engineering, computer science, computer engineering, information systems, logistics, engineering, or related field.

Certification: An active NAVSEA Reliability Centered Maintenance (RCM) Level I certification is required for at least two (2) Journeyman Logistic Engineers.

Experience: At least three (3) years of experience performing functional duties. At least one (1) [year](#) of experience analyzing Naval ship systems integration, automated logistics, or air/ship integration. [Experience may be concurrent.](#)

Logistics Engineer, Junior, SOC 17-2199

Function: Has programmatic or technical leadership roles in identifying, formulating, designing and/or testing practical solutions to integrated logistics, sustainment, reliability, or human performance problems. Guides the development and integration complex systems into the appropriate DOD and/or Federal infrastructures (policy,

information technology, operational, and engineering).; Applies systems engineering methods and tools and when appropriate, conduct research in applied systems engineering to advance the field.

Education: Degree must be in systems engineering, computer science, computer engineering, information systems, logistics, engineering, or related field.

Certification: No specific certifications.

Experience: No experience required.

Technical Writer II, Junior , SOC 27-3042

Function: Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.

Education: High School diploma or GED.

Experience: At least two (2) years of experience preparing technical, training, or information system related materials for use within the DoD environment.

ABBREVIATIONS AND ACRONYMS

3M	Maintenance Material Management
AAP	Abbreviate Acquisition Program
ACAT	Acquisition Category
ADL	Advanced Distributed Learning
ADP	Automated Data Processing
ASN	Assistant Secretary of the Navy
BMMP	Business Management Modernization Program
C&A	Certification and Accreditation
C4I	Command, Control, Communications, Computers, and Intelligence
CACs	Common Access Cards
CANES	Consolidated Afloat Networks and Enterprise Services
CBT	Computer-based Training
CCA	Clinger-Cohen Act
CDMD-OA	Configuration Data Management Database-Open Architecture system
CIO	Command Information Officer
CND	Computer Network Defense
COMSEC	Information Assurance and Communications Security
CONUS	Contiguous United States
COR	Contracting Officer's Representative
COTS	Commercial Off-the-Shelf
CSDP	Certified Software Development Professional
CSEP	Certified Software Engineering Professional
CSP	Contract Surveillance Plan
CTT	Cryptologic Technician Technical
CUI	Controlled Unclassified Information

CWS	Compressed Work Schedule
DADMS	DoN Application Database Management System
DDG	Guided Missile Destroyer
DISA	Defense Information Systems Agency
DISN	Defense Information System Network
DoD	DoD or DOD – Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoE	U.S. Department of Education
DoN	Department of the Navy
DTD	Document Type Definitions
DTM	Directive-Type Memorandum
ECMRA	Enterprise-Wide Contractor Manpower Reporting Application
EIA	Electronics Industries Association
eMass	Enterprise Mission Assurance Support Service
ET	Electronics Technician
EW	Electronic Warfare Technician
FAM	Functional Area Manager
FC	Fire Controlman
FIPS PUB	Federal Information Processing Standards Publications
FTR	Federal Travel Regulations
FY	Fiscal Year
GFI	Government Furnished Property/Information
GFS	Government-Furnished Support
GIG	Global Information Grid
GOTS	Government Off-the-Shelf
IA	Information Assurance
IEEE	Institute of Electrical & Electronics Engineers
IETM	Interactive Electronic Technical Manuals
ILS	Integrated Logistics Support
IP	Internet Protocol
IPT	Integrated Process Team
ISEAs	In Service Engineering Agents
ISNS	Integrated Shipboard Network System
ISP	Inspection System Plan
IT	Information Technology
ITPR	Information Technology Purchase Request
LMS	Learning Management System
LOA	Letter of Authorization
MCAD	Microsoft Certified Applications Developer
MCALMS	Marine Corps Aviation Learning Management System
MCDBA	Microsoft Certified Database Administrator
MCSD	Microsoft Certified Solutions Developer
MIP	Maintenance Index Page
MIS	Management Information System
MOA	Memorandum of Agreement

MRC	Maintenance Requirement Cards
NAVAIR	Naval Air Systems Command
NAVSEALOGCENS	NAVSEA Logistics Centers
NAWCAD	Naval Air Warfare Center - Aircraft Division
NIAPS	Navy Information and Application Product Suite
NIOC	Navy Information Operations Command
NISPOM	National Industrial Security Program Operating Manual
NIST	National Institute of Standards and Technology
NKO	Navy Knowledge Online
NMCI	Navy Marine Corps Intranet
NPE	Navy PMS Editor
NR KPP	Net Ready Key Performance Parameter
NSDD	National Security Decision Directive
NSIV	NAVAIR Standard IETM Viewer
NSS	National Security Systems
NWHs	Normal Working Hours
OARS	Open Architectural Retrieval System
OCONUS	Outside of Continental United States
OCF	Oracle Certified Professional
ODC	Other Direct Costs
OPNAV	Office of the Chief of Naval Operations
OPSEC	Operations Security
OSD	Office of the Secretary of Defense
PCO	Procuring Contracting Officer
PK	Public Key
PKI	Public Key Infrastructure
PMS	Planned Maintenance System
PPP	Program Protection Plan
PPSM	Ports, Protocols, and Services Management
PSCs	Product Service Codes
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
R&M	Reliability & Maintainability
RCM	Reliability Centered Maintenance
RMF	Risk Management Framework
SAAR-N	Systems Authorization Access Request Navy
SCGs	Security Classification Guides
SCORM	Shareable Content Object Reference Model
SDP	Software Development Plan
SENAVINST	Secretary of the Navy Instruction
SGML	Standard Generalized Markup Language
SHIPALTs	Ship Alterations
SOW	Statement of Work
SP	Special Publication
SPII	Software Process Improvement Initiative
SPOT	Synchronized Pre-Deployment & Operational Tracker

SQL	Structured Query Language
TDL	Technical Direction Letters
TFRs	Tailored Force Revisions
TYCOM	Type Commanders
UTNProtect	Unclassified Trusted Network Protection
VPN	Virtual Private Network
WRA	Web Risk Assessment
XSL-FO	eXtensible Stylesheet Language-Formatting Objects
XML	eXtensible Markup Language
XSLT	eXtensible Stylesheet for Transformations

SECTION I - CONTRACT CLAUSES

The following have been added by reference:

52.203-19
 52.222-59
 52.222-60
 52.222-61

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been modified:

SECTION J LIST OF ATTACHMENTS

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Exhibit A	Contract Data Requirements Lists (CDRLs) A001-A024	24	29-MAR-2017
Attachment 1	DD254 Form, "For Bidding Purposes Only"	2	29-DEC-2016
Attachment 2	Quality Assurance Surveillance Plan (QASP) and Contract Surveillance Plan (CSP)	19	29-DEC-2016
Attachment 3	Organizational Conflict of Interest (OCI) List	1	6-APR-2017
Attachment 4	Data Item Transmittal/Acceptance/Rejection Form	1	6-APR-2017
Attachment 5	Reserved	1	6-APR-2017
Attachment 6	Contracting Officer Representative (COR) Designation Letter	1	6-APR-2017
Attachment 7	Reserved	1	6-APR-2017
Attachment 8	Scheduled Government Furnished Property (SGFP)	1	29-DEC-2016
Attachment 9	Requisition Government Furnished property (RGFP)	1	29-DEC-2016
Attachment 10	List of Authorized Key Personnel and Subcontractors	1	6-APR-2017
Attachment P1	Reserved	1	6-APR-2017

Attachment P2	Reserved	1	6-APR-2017
Attachment P3	Fully Burdened Labor Rates	2	6-APR-2017
Attachment P4	Streamlined Rates for Order Pricing	3	6-APR-2017
	A. Non Performance Based		
	B. Performance Based		
Attachment P5	Reserved	1	6-APR-2017
Attachment P6	Prime Cost Summary Spreadsheet, REV 1		
Attachment P7	Subcontractors Cost Summary Spreadsheet		6-APR-2017
Attachment P8	Past Performance Information Form, REV 1		
Attachment P9	Contractor Performance Assessment Questionnaire	15	24-JAN-2017

Note: Attachment P1-P9 are for the Solicitation purposes only and will be removed at the time of Award.

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

The following have been added by reference:

52.203-18
252.225-7003

The following have been added by full text:

52.222-59 COMPLIANCE WITH LABOR LAWS (EXECUTIVE ORDER 13673) (DEC 2016)

(a) Definitions. As used in this clause--

Administrative merits determination means certain notices or findings of labor law violations issued by an enforcement agency following an investigation. An administrative merits determination may be final or be subject to appeal or further review. To determine whether a particular notice or finding is covered by this definition, it is necessary to consult section II.B. in the DOL Guidance.

Agency labor compliance advisor (ALCA) means the senior official designated in accordance with E.O. 13673. ALCAs are listed at www.dol.gov/fairpayandsafeworkplaces.

Arbitral award or decision means an arbitrator or arbitral panel determination that a labor law violation occurred, or that enjoined or restrained a violation of labor law. It includes an award or decision that is not final or is subject to being confirmed, modified, or vacated by a court, and includes an award or decision resulting from private or confidential proceedings. To determine whether a particular award or decision is covered by this definition, it is necessary to consult section II.B. in the DOL Guidance.

Civil judgment means any judgment or order entered by any Federal or State court in which the court determined that a labor law violation occurred, or enjoined or restrained a violation of labor law. It includes a judgment or order that is not final or is subject to appeal. To determine whether a particular judgment or order is covered by this definition, it is necessary to consult section II.B. in the DOL Guidance.

DOL Guidance means the Department of Labor (DOL) Guidance entitled: ``Guidance for Executive Order 13673, `Fair Pay and Safe Workplaces' ". The DOL Guidance, dated August 25, 2016, can be obtained from www.dol.gov/fairpayandsafeworkplaces.

Enforcement agency means any agency granted authority to enforce the Federal labor laws. It includes the enforcement components of DOL (Wage and Hour Division, Office of Federal Contract Compliance Programs, and Occupational Safety and Health Administration), the Equal Employment Opportunity Commission, the Occupational Safety and Health Review Commission, and the National Labor Relations Board. It also means a State agency designated to administer an OSHA-approved State Plan, but only to the extent that the State agency is acting in its capacity as administrator of such plan. It does not include other Federal agencies which, in their capacity as contracting agencies, conduct investigations of potential labor law violations. The enforcement agencies associated with each labor law under E.O. 13673 are--

(1) Department of Labor Wage and Hour Division (WHD) for--

(i) The Fair Labor Standards Act;

(ii) The Migrant and Seasonal Agricultural Worker Protection Act;

(iii) 40 U.S.C. chapter 31, subchapter IV, formerly known as the Davis-Bacon Act;

(iv) 41 U.S.C. chapter 67, formerly known as the Service Contract Act;

(v) The Family and Medical Leave Act; and

(vi) E.O. 13658 of February 12, 2014 (Establishing a Minimum Wage for Contractors);

(2) Department of Labor Occupational Safety and Health Administration (OSHA) for--

(i) The Occupational Safety and Health Act of 1970; and

(ii) OSHA-approved State Plans;

(3) Department of Labor Office of Federal Contract Compliance Programs (OFCCP) for--

(i) Section 503 of the Rehabilitation Act of 1973;

(ii) The Vietnam Era Veterans' Readjustment Assistance Act of 1972 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974; and

(iii) E.O. 11246 of September 24, 1965 (Equal Employment Opportunity);

(4) National Labor Relations Board (NLRB) for the National Labor Relations Act; and

(5) Equal Employment Opportunity Commission (EEOC) for--

(i) Title VII of the Civil Rights Act of 1964;

(ii) The Americans with Disabilities Act of 1990;

(iii) The Age Discrimination in Employment Act of 1967; and

(iv) Section 6(d) of the Fair Labor Standards Act (Equal Pay Act).

Labor compliance agreement means an agreement entered into between a contractor or subcontractor and an enforcement agency to address appropriate remedial measures, compliance assistance, steps to resolve issues to increase compliance with the labor laws, or other related matters.

Labor laws means the following labor laws and E.O.s:

- (1) The Fair Labor Standards Act.
- (2) The Occupational Safety and Health Act (OSHA) of 1970.
- (3) The Migrant and Seasonal Agricultural Worker Protection Act.
- (4) The National Labor Relations Act.
- (5) 40 U.S.C. chapter 31, subchapter IV, formerly known as the Davis-Bacon Act.
- (6) 41 U.S.C. chapter 67, formerly known as the Service Contract Act.
- (7) E.O. 11246 of September 24, 1965 (Equal Employment Opportunity).
- (8) Section 503 of the Rehabilitation Act of 1973.
- (9) The Vietnam Era Veterans' Readjustment Assistance Act of 1972 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974.
- (10) The Family and Medical Leave Act.
- (11) Title VII of the Civil Rights Act of 1964.
- (12) The Americans with Disabilities Act of 1990.
- (13) The Age Discrimination in Employment Act of 1967.
- (14) E.O. 13658 of February 12, 2014 (Establishing a Minimum Wage for Contractors).
- (15) Equivalent State laws as defined in the DOL Guidance. (The only equivalent State laws implemented in the FAR are OSHA-approved State Plans, which can be found at www.osha.gov/dcsp/osp/approved_state_plans.html.)

Labor law decision means an administrative merits determination, arbitral award or decision, or civil judgment, which resulted from a violation of one or more of the laws listed in the definition of ``labor laws".

Pervasive violations in the context of E.O. 13673, Fair Pay and Safe Workplaces, means labor law violations that bear on the assessment of a contractor's integrity and business ethics because they reflect a basic disregard by the contractor for the labor laws, as demonstrated by a pattern of serious and/or willful violations, continuing violations, or numerous violations. To determine whether violations are pervasive it is necessary to consult the DOL Guidance section III.A.4. and associated Appendix D.

Repeated violation in the context of E.O. 13673, Fair Pay and Safe Workplaces, means a labor law violation that bears on the assessment of a contractor's integrity and business ethics because the contractor had one or more additional labor law violations of the same or a substantially similar requirement within the prior 3 years. To determine whether a particular violation(s) is repeated it is necessary to consult the DOL Guidance section III.A.2. and associated Appendix B.

Serious violation in the context of E.O. 13673, Fair Pay and Safe Workplaces, means a labor law violation that bears on the assessment of a contractor's integrity and business ethics because of the number of employees affected; the degree of risk imposed, or actual harm done by the violation; the amount of damages incurred or fines or penalties assessed; and/or other similar criteria. To determine whether a particular violation(s) is serious it is necessary to consult the DOL Guidance section III.A.1. and associated Appendix A.

Willful violation in the context of E.O. 13673, Fair Pay and Safe Workplaces, means a labor law violation that bears on the assessment of a contractor's integrity and business ethics because the contractor acted with knowledge of, reckless disregard for, or plain indifference to the matter of whether its conduct was prohibited by one or more requirements of labor laws. To determine whether a particular violation(s) is willful it is necessary to consult the DOL Guidance section III.A.3. and associated Appendix C.

(b) Prime contractor updates. Contractors are required to disclose new labor law decisions and/or updates to previously disclosed labor law decisions in SAM at www.sam.gov, semiannually. The Contractor has flexibility in establishing the date for the semiannual update. (The contractor may use the six-month anniversary date of contract award, or may choose a different date before that six-month anniversary date. In either case, the contractor must continue to update its disclosures semiannually.) Registrations in SAM are required to be maintained current, accurate, and complete (see 52.204-13, System for Award Management Maintenance). If the SAM registration date is less than six months old, this will be evidence that the required representation and disclosure information is updated and the requirement is met. The Contractor shall provide--

(1) The following in SAM for each disclosed labor law decision. This information will be publicly available in the Federal Awardee Performance and Integrity Information System (FAPIS):

(i) The labor law violated.

(ii) The case number, inspection number, charge number, docket number, or other unique identification number.

(iii) The date rendered.

(iv) The name of the court, arbitrator(s), agency, board, or commission that rendered the determination or decision;

(2) The administrative merits determination, arbitral award or decision, or civil judgment document to the Contracting Officer, if the Contracting Officer requires it;

(3) In SAM, such additional information as the Contractor deems necessary, including mitigating factors and remedial measures such as contractor actions taken to address the violations, labor compliance agreements, and other steps taken to achieve compliance with labor laws. Contractors may provide explanatory text and upload documents. This information will not be made public unless the Contractor determines that it wants the information to be made public; and

(4) The information in paragraphs (b)(1) and (b)(3) to the Contracting Officer, if the Contractor meets an exception to SAM registration (see 4.1102(a)).

(c) Subcontractor responsibility. (1) This paragraph (c) applies--

(i) To subcontracts with an estimated value that exceeds \$500,000 for other than commercially available off-the-shelf items; and

(ii) When the provision 52.222-58, Subcontractor Responsibility Matters Regarding Compliance with Labor Laws (Executive Order 13673), is in the contract and the prospective subcontractor responded affirmatively to paragraph (b) of that provision, and the Contractor initiates a responsibility determination.

(2) The Contractor shall consider subcontractor labor law violation information when assessing whether a prospective subcontractor has a satisfactory record of integrity and business ethics with regard to compliance with labor laws, when determining subcontractor responsibility. Disclosure of labor law decision(s) does not automatically render the prospective subcontractor nonresponsible. The Contractor shall consider the prospective subcontractor for subcontract award notwithstanding disclosure of one or more labor law decision(s). The Contractor should encourage prospective subcontractors to contact DOL for a preassessment of their record of labor law compliance (see DOL Guidance Section VI, Preassessment). The Contractor shall complete the assessment--

(i) For subcontracts awarded within five days of the prime contract award or that become effective within five days of the prime contract award, no later than 30 days after subcontract award; or

(ii) For all other subcontracts, prior to subcontract award. However, in urgent circumstances, the assessment shall be completed within 30 days of subcontract award.

(3)(i) The Contractor shall require a prospective subcontractor to represent to the best of the subcontractor's knowledge and belief whether there have been any administrative merits determinations, arbitral awards or decisions, or civil judgments, for any labor law violation(s) rendered against the subcontractor during the period beginning on October 25, 2015 to the date of the subcontractor's offer, or for three years preceding the date of the subcontractor's offer, whichever period is shorter.

(ii) When determining subcontractor responsibility, the Contractor shall require the prospective subcontractor to disclose to DOL, in accordance with paragraph (c)(3)(iv) of this clause, for each covered labor law decision, the following information:

(A) The labor law violated.

(B) The case number, inspection number, charge number, docket number, or other unique identification number.

(C) The date rendered.

(D) The name of the court, arbitrator(s), agency, board, or commission that rendered the determination or decision.

(iii) The Contractor shall inform the prospective subcontractor that the prospective subcontractor may provide information to DOL, in accordance with paragraph (c)(3)(iv) of this clause, on mitigating factors and remedial measures, such as subcontractor actions taken to address the violations, labor compliance agreements, and other steps taken to achieve compliance with labor laws.

(iv) The Contractor shall require subcontractors to provide information required by paragraph (c)(3)(ii) and discussed in paragraph (c)(3)(iii) of this clause to DOL through the DOL Web site at www.dol.gov/fairpayandsafeworkplaces.

(4) The Contractor, in determining subcontractor responsibility, may find that the prospective subcontractor has a satisfactory record of integrity and business ethics with regard to compliance with labor laws if--

(i) The prospective subcontractor provides a negative response to the Contractor in its representation made pursuant to paragraph (c)(3)(i) of this clause; or

(ii) The prospective subcontractor--

(A) Provides a positive response to the Contractor in its representation made pursuant to paragraph (3)(i);

(B) Represents, to the Contractor, to the best of the subcontractor's knowledge and belief that it has disclosed to DOL any administrative merits determinations, arbitral awards or decisions, or civil judgments for any labor law violation(s) rendered against the subcontractor during the period beginning on October 25, 2015 to the date of the offer, or for three years preceding the date of the offer, whichever period is shorter; and

(C) Provides the following information concerning DOL review and assessment of subcontractor-disclosed information--

(1) The subcontractor has been advised by DOL that it has no serious, repeated, willful, and/or pervasive labor law violations;

(2) The subcontractor has been advised by DOL that it has serious, repeated, willful, and/or pervasive labor law violations; and

(i) DOL has advised that a labor compliance agreement is not warranted because, for example, the subcontractor has initiated and implemented its own remedial measures;

(ii) The subcontractor has entered into a labor compliance agreement(s) with an enforcement agency and states that it has not been notified by DOL that it is not complying with its agreement; or

(iii) The subcontractor has agreed to enter into a labor compliance agreement or is considering a labor compliance agreement(s) with an enforcement agency to address all disclosed labor law violations that DOL has determined to be serious, willful, repeated, and/or pervasive labor law violations and has not been notified by DOL that it has not entered into an agreement in a reasonable period; or

(3) The subcontractor disagrees with DOL's advice (e.g., that a proposed labor compliance agreement is warranted), or with DOL's notification that it has not entered into a labor compliance agreement in a reasonable period or is not complying with the agreement, and the subcontractor has provided the Contractor with--

(i) Information about all the disclosed labor law violations that have been determined by DOL to be serious, repeated, willful, and/or pervasive;

(ii) Such additional information that the subcontractor deems necessary to demonstrate its responsibility, including mitigating factors, remedial measures such as subcontractor actions taken to address the labor law violations, labor compliance agreements, and other steps taken to achieve compliance with labor laws;

(iii) A description of DOL's advice or a description of an enforcement agency's proposed labor compliance agreement; and

(iv) An explanation of the basis for the subcontractor's disagreement with DOL.

(5) If the Contractor determines that the subcontractor has a satisfactory record of integrity and business ethics based on the information provided pursuant to paragraph (c)(4)(ii)(C)(3), or the Contractor determines that due to a compelling reason the contractor must proceed with subcontract award, the Contractor shall notify the Contracting Officer of the decision and provide the following information in writing:

(i) The name of the subcontractor.

(ii) The basis for the decision, e.g., relevancy to the requirement, urgent and compelling circumstances, to prevent delays during contract performance, or when only one supplier is available to meet the requirement.

(6) If DOL does not provide advice to the subcontractor within three business days of the subcontractor's disclosure of labor law decision information pursuant to paragraph (c)(3)(ii) and DOL did not previously advise the subcontractor that it needed to enter into a labor compliance agreement to address labor law violations, the Contractor may proceed with making a responsibility determination using available information and business judgment.

(d) Subcontractor updates.

(1) The Contractor shall require subcontractors to determine, semiannually, whether labor law decision disclosures provided to DOL pursuant to paragraph (c)(3)(ii) of this clause are current, accurate, and complete. If the information is current, accurate, and complete, no action is required. If the information is not current, accurate, and complete, subcontractors must provide revised information to DOL, in accordance with paragraph (c)(3)(iv) of this clause, and make a new representation and provide information to the Contractor pursuant to paragraph (c)(4)(ii) of this clause to reflect any advice provided by DOL or other actions taken by the subcontractor.

(2) The Contractor shall further require the subcontractor to disclose during the course of performance of the subcontract any notification by DOL, within 5 business days of such notification, that it has not entered into a labor compliance agreement in a reasonable period or is not complying with a labor compliance agreement, and shall allow the subcontractor to provide an explanation and supporting information for the delay or non-compliance.

(3) The Contractor shall consider, in a timely manner, information obtained from subcontractors pursuant to paragraphs (d)(1) and (2) of this clause, and determine whether action is necessary.

(4) If the Contractor has been informed by the subcontractor of DOL's assessment that the subcontractor has not demonstrated compliance with labor laws, and the Contractor decides to continue the subcontract, the Contractor shall notify the Contracting Officer of its decision to continue the subcontract and provide the following information in writing:

(i) The name of the subcontractor; and

(ii) The basis for the decision, e.g., relevancy to the requirement, urgent and compelling circumstances, to prevent delays during contract performance, or when only one supplier is available to meet the requirement.

(e) Consultation with DOL and other enforcement agencies. The Contractor may consult with DOL and enforcement agency representatives, using DOL Guidance at www.dol.gov/fairpayandsafeworkplaces, for advice and assistance regarding assessment of subcontractor labor law violation(s), including whether new or enhanced labor compliance agreements are warranted. Only DOL and enforcement agency representatives are available to consult with Contractors regarding subcontractor information. Contracting Officers or Agency Labor Compliance Advisors may assist with identifying the appropriate DOL and enforcement agency representatives.

(f) Protections for subcontractor misrepresentations. A contractor or subcontractor, acting in good faith, is not liable for misrepresentations made by its subcontractors about labor law decisions or about labor compliance agreements.

(g) Subcontractor flowdown. If the Government's solicitation included the provision at 52.222-58, the Contractor shall include the substance of paragraphs (a), (c), (d), (e), (f) and (g) of this clause, in subcontracts with an estimated value exceeding \$500,000, at all tiers, for other than commercially available off-the-shelf items.

Note to 52.222-59: By a court order issued on October 24, 2016, 52.222-59 is enjoined indefinitely as of the date of the order. The enjoined section will become effective immediately if the court terminates the injunction. At that time, DoD, GSA, and NASA will publish a document in the Federal Register advising the public of the termination of the injunction.

(End of clause)

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been added by reference:

52.222-58

The following have been modified:

L1 CONTENT OF PROPOSALS**L – [I] CONTENT OF PROPOSALS (SERVICES) (April 3, 2017)****PART A GENERAL INSTRUCTIONS****1.0 GENERAL**

The Offeror must respond to all requirements of the solicitation and may not alter or rearrange the solicitation. The Offeror is advised that the Government may incorporate any portions of the Offeror's proposal into the resulting contract.

In presenting material in the proposal, the Offeror is advised that quality of information is more important than quantity. Clarity, brevity, and logical organization shall be emphasized during proposal. Statements that the prospective Offeror understands, can comply with, or will comply with, the specifications, and paraphrasing the requirements or parts thereof without supporting information are considered inadequate by the Government, and may result in assessing weaknesses and/or deficiencies.

The Offeror must include any data that illustrates the adequacy of the various assumptions, approaches, and solutions to problems. Failure to address a specific factor or subfactor clearly may be considered a deficiency. Unnecessarily elaborate brochures or other presentation materials beyond that sufficient to present a complete and effective proposal is neither necessary nor desired.

The Government advises the Offeror that taking exception or deviating from any term or condition of the RFP may result in the assessment of a deficiency to the proposal.

Throughout these instructions, a "principal subcontractor" is defined as a subcontractor who provides at least 20% of the proposed total price/cost (excluding the Offeror's profit/fee), for the contract or provides one or more Key Personnel. "JV Team member" is defined as one of the entities that make up a joint venture (JV) formed for the purpose of responding to this solicitation.

Questions: Offerors may submit comments regarding solicitation requirements by emailing the contract specialist at Susanti.Beebe@navy.mil AND the Contracting Officer at Melinda.Stann@navy.mil. It is required that all questions be received within 10 calendar days of the date this solicitation is issued. Questions received after 10 calendar days may not be answered prior to the proposal due date.

2.0 PROPOSAL FORMAT

Written proposals must be formatted using a Times New Roman 12 pt Normal font (no reduction permitted), single-spaced with 1-inch margins all around, and formatted for standard 8.5 x 11 inch paper. All pages should be numbered with section and page numbers. When foldout pages are used they must not exceed 11 x 17 inches and will be counted as 1 page. Drawings may be provided separately and may be any size but should be folded to approximately 8.5 x 11 inch standard size and will count as 1 page. Tables shall contain no smaller than a 10 pt font. Graphs shall be presented in no smaller than a 10 pt font and should contain a grid, which allows values to be read directly from the graph to the same accuracy that a 10 x 10 to the ½ inch grid provides. Graphic resolution, including such data as tables or charts, should be consistent with the purpose of the data presented.

The Offeror will provide one complete copy of the proposal to the Procuring Contracting Officer (PCO) as electronic files fully compatible with Microsoft 2010 and for information not supported by MS Office products, with the latest Adobe Acrobat reader on a CD-ROM. The Offeror will ensure that the Price/Cost Volume is provided on a separate CD-ROM. Each CD-ROM is to be labeled for content and the Offeror's name. If a discrepancy exists between the original paper copy of the proposal and the disk copy, the paper copy will take precedence.

3.0 PROPOSAL CONTENT AND VOLUMES

The Offeror must present proposal information in a manner that facilitates a one-to-one comparison between the information presented and this Proposal Instruction. Proposal information must be structured such that its Volume/paragraph number matches the Proposal Instructions Volume/paragraph number provided in section L “Part B Specific Instructions” to which it is responding, although the Offeror may add lower tier subparagraphs. The Offeror must provide reasons it will not provide information for a particular paragraph. The proposal information instructions are structured by paragraph numbers where first, second, third, and fourth parts correspond to the volume, book, section, and element, etc., in the Offeror’s proposal.

Each volume of the proposal shall be submitted as one original and additional copies as specified in the table below. The table below supersedes the copies requested in Block 9 of the Standard Form (SF) 33. All volumes of the original proposal shall be delivered to the address provided in Section 4.0 prior to the closing date/time stated in this solicitation. Page recommendations for each volume, if any, are also specified in the table below.

Proposal Organization and Page Count:

Volume	Section	Title	Page Recommendations	Copies Required
1	1.0	Technical Proposal		1 Original; 3 Paper Copies; 1 Electronic Copy
	1.1	Workforce/Personnel Qualifications/Key Personnel	10 pages 2 pages per resume	
	1.2	Understanding of the Work/Sample Tasks	10 pages for each task	
	1.3	Understanding of the Work/Statement of Work Approach	20 pages	
	1.4	Management Plan	20 pages	
2	2.0	Past Performance	15 pages	1 Original; 2 Paper Copies; 1 Electronic Copy
Annex 1	2.0 Annex 1	Past Performance Supporting Documents	No page recommendation	1 Original; 1 Paper Copy; 1 Electronic Copy
3	3.0	Price/Cost	No page recommendation	1 Original; 1 Paper Copy; 1 Electronic Copy

Each volume shall contain the following information:

- Cover and title page
- Title of proposal and proposal number as applicable
- Offeror’s name, address, and POC
- RFP number
- Proposal volume/book number
- Copy number
- Table of Contents (The table of contents must provide sufficient detail to enable easy location of important elements)
- Use tabs and dividers

The Offeror shall submit a Cross Reference Matrix (CRM) for the Technical Volume, similar to the example below, to help ensure that all solicitation requirements are addressed and to facilitate the evaluators’ review of the Offeror’s proposal. The CRM should be a single integrated matrix and cross-reference the proposal volumes and paragraphs to specific RFP requirements, as well as other parts of the proposal that contain relevant information. The Offeror’s CRM may be identical to the example below or revised such as to add columns to indicate the page number on which information may be found, identify where other relevant information in the proposal is located, or provide other comments. The CRM does not count against any of the proposal page limitations.

EXAMPLE OF A CROSS REFERENCE MATRIX (CRM)

Section L – Proposal Instructions	Government RFP Requirement	Section M – Evaluation Factor	Offeror’s Proposal Reference	CLIN Reference
Volume 1 Technical	Example: Section L, Para 1.1 Note: This column shall address all subparagraphs	2.A	Provide reference to Offeror’s Proposal Volume I – Technical. Example: Refer to appropriate page number in Offeror’s written proposal	
Volume 1 Technical				
Volume 1 Technical				

4.0 PROPOSAL SUBMISSION:

Clearly mark all packages with the solicitation number. All proposals shall be received at the address below no later than the date and time specified in Block 9 of the SF 33 of the RFP.

Offeror shall hand carry or submit proposals via United States Postal Service or through a commercial carrier using the address provided below. Hand carried proposals shall be delivered, attention Melinda Stann and/or Susanti Beebe. Offeror shall not submit proposals by facsimile or electronically via email.

*Naval Air Systems Command
Code: AIR-2.5.1.5.10 (Susanti Beebe)
22473 Millstone Road
Patuxent River, MD 20670
Solicitation Number: N00421-16-R-0023*

5.0 PROPOSAL PACKAGING:

The Offeror shall package the proposal volumes in cartons or equivalent packaging containers in the most efficient manner possible grouping like volumes to the maximum extent possible. Each container shall be single person portable. One container shall include all Original Proposal volumes including the original/signed documents submitted as part of Volume 3 Cost/Price.

Each box should include a packing slip detailing the contents to include the volume number, title, and copy number. Also, each box should be stamped or marked “For Official Use Only” and “Source Selection Information – See FAR 2.101 and 3.104.”

6.0 CLASSIFIED DATA

All proposals must be UNCLASSIFIED.

7.0 SOLICITATION CHANGES

For notice of any changes and additional information provided by the Government for the solicitation, please go to www.FedBizOpps.gov.

PART B SPECIFIC INSTRUCTIONS

Cost or pricing information shall only appear in the Price/Cost volume.

1.0 VOLUME 1: TECHNICAL

The Offeror shall provide all information and data required to conduct a thorough and complete technical evaluation. The Offeror shall address the following in the proposal:

1.1 Workforce/Personnel Qualification/Key Personnel

The Offeror shall propose personnel that meet all labor category requirements. Personnel must also have the required minimum level of security clearance as outlined within the solicitation. The offeror shall submit a statement agreeing that all personnel requirements, inclusive of non-key personnel, shall be met throughout contract performance.

The following definitions apply: A “contingent hire” is an individual who has committed, under a signed letter of intent (LOI), to being employed by the offeror with a stated salary, if the offeror is awarded the contract. A “prospective hire” is an individual that the offeror has committed to hiring if the offeror is awarded the contract whose identity may not be known until after award.

Labor Category Information. The offeror shall propose in accordance with the labor categories and minimum labor qualifications provided in the SOW. The labor category titles shall be used consistently throughout the proposal for both Non-Performance Based SOW (Section 4.1 – 4.4) sections and Performance Based SOW (Section 4.5) sections.

Key Personnel Resumes:

For all proposed current or contingent Key Personnel, provide a resume of the work assignments, training, etc., that demonstrates the experience and specialized qualifications of each key person proposed. Resumes shall contain, at a minimum, the following information:

- Employee name
- Years of employment experience in most recent listed first, including narrative description of duties and responsibilities
- Current position, title and employer
- Educational history
- Institution name, degree or certification earned, and year for all degrees or certifications earned
- Specialized training or certifications as it relates to the labor category qualifications and the year training was completed or certification was achieved
- Current level of security clearance and status (final, interim, or pending)
- Location (Government or Contractor site along with the City and State)

No prospective hire may be proposed as Key Personnel.

The Government may check backgrounds to verify experience, education or certifications received.

If the qualification (i.e. education, experience) does not readily or easily compare to the minimum qualification stated in the SOW, the offeror shall provide an explanation as to the equality of the proposed qualification to meet the minimum qualification.

1.2 Understanding of the Work/Sample Tasks

The offeror shall provide a written response to the sample tasks provided below. The offerors should assume that all sample tasks would be issued as Cost Plus Fixed Fee Completion type orders. The response shall include anything identified within the tasks and also include the following:

- Provide a detailed description of the approach, including a detailed step-by-step procedure and methodology which would be used in accomplishing each task
- Assumptions
- Schedule and Manpower Utilization (no cost data)
- Identify risks and risk mitigation strategies

Sample Task 1: The contractor has been tasked to expand the NAVSEA Planned Maintenance System (PMS) to the next generation guided missile destroyer (DDG class) ships. Describe your technical approach to maintaining full support for the existing user community while identifying and implementing new capabilities. Provide your technical approach to gathering and managing requirements, developing an implementation plan, addressing software development and system accreditation(s), addressing how the systems design could capitalize on new technology features (such as increased health monitoring), addressing any features or differences expected between ship deployed and centralized systems, populating required data, and supporting 4.11.3 task management. Provide an overview of key stakeholders

Sample Task 2: The contractor has been tasked to develop a shipboard Performance Support tool (not integrated with the IETM) that would allow shipboard maintainers to develop maintenance assistance videos and abstracts to supplement technical procedures for equipment maintenance. The tool will also allow the In-Service Engineering Activity (ISEA) to provide supplemental material with video, instructions, and/or graphics to rapidly augment standing IETM and Training materials. The tool will need to allow these supplements to be hosted and linked to the maintenance task for local use. Once approved by the ISEA and Program Managing Office they will be made available to Data Librarians and Work Center Supervisors as a community approach between ships, and be available for use as appropriate. The community resources should support not only asynchronous distribution but also community feedback and commenting on the provided supplements.

Sample Task 3: The contractor has been tasked to develop an IETM for a non-ACAT system that is integrated across multiple NAVSEA and NAVAIR platforms which when operating as an independent IETM does not require a hosted environment, may be distributed via CD/DVD and network distribution, and can be quickly tailored to accept a wide variety of S1000D compliant IETM content.

Note: These samples tasks are issued to judge the contractor's ability to understand the tasking, and provide the process and management techniques to complete the tasking. The contractor has full latitude in the format of the response. Creative approaches and cost cutting solutions and ideas are always encouraged.

1.3 Understanding of the Work/Statement of Work Approach

1.3.1 Provide a written narrative of the offeror's proposed understanding and capability to perform the requirements of the SOW. The offeror's response shall be limited to the following paragraphs of the SOW.

4.1.1.1; 4.1.1.2; 4.1.3.2; 4.1.3.5; 4.1.4.1; 4.5.1.1; 4.5.2.1; and 4.5.2.3.

The narrative for each SOW paragraph shall include, but is not limited to, the elements set forth below:

1.3.1.1 Provide a detailed description of the approach, including a detailed step-by-step procedure and methodology which would be used in accomplishing each task.

1.3.1.2 Identify reference documents that would be utilized to perform the SOW tasking

1.3.1.3 Identify any areas that may impact successful performance

1.3.1.4 Provide a description of possible areas to be investigated in researching each task area

1.4 Management Plan

The offeror's management plan shall address the following:

1.4.1 Overall Management Approach: Offerors shall address in sufficient detail the following:

1.4.1.1 Adequacy of management and resources to support the technical requirements of the solicitation and ability to function as a viable and productive partner with the Government

1.4.1.2 Procedures to be taken to ensure quality and cost control

1.4.1.3 Plan for early identification and resolution of problems; and

1.4.1.4 Identification of potential performance risks and proposed risk mitigation solutions.

1.4.2 Usage of Teaming, Personnel, and Subcontractors: Offerors shall present in sufficient detail the following:

1.4.2.1 Description of the cohesive integration of the teaming partners into the overall management approach and how the offeror will leverage their strengths to increase value to the customer through technical leadership, quality assurance, and process improvement;

1.4.2.2 How and why selected subcontractor(s) were chosen, which knowledge and skills the offeror will be acquiring through each subcontract, the level of subcontract effort expected;

1.4.3 Qualification/Recruitment/Retention: Offerors shall present in sufficient detail the following:

1.4.3.1 Qualification/recruitment/retention procedures that would provide workforce improvements and upgrade the skills of highly trained and motivated personnel;

1.4.3.2 Description of how the offeror will ensure personnel have the security Clearances within the required timeframe, that personnel meet the experience and education requirements as detailed in the personnel labor category descriptions including certification requirements, such as Reliability Centered Maintenance (RCM). The government anticipates 50% of the entire Year 1 Non Performance Based Workforce being put on Contract right after contract award and ten (10) key personnel shall be required during the issuance of the first task order(s) after contract award.

1.4.4 Transition Plan: The services under this solicitation are vital to the Government and must be continued without interruption. The offeror is required to submit a written narrative delineating a transition plan based on a 30 day period after award that ensures a smooth workplace changeover from an incumbent with no loss of service and minimal loss of corporate knowledge. The plan should take into consideration the following elements as well as any additional elements deemed necessary by the offeror:

1.4.4.1 Work Turnover. The offeror shall provide a plan of action to effectively transfer tasked work that is in process at the expiration of the current contract from the incumbent to the successful offeror.

1.4.4.2 Quality Assurance. The offeror shall provide a plan of action to ensure continuation of quality review processes during the transition period from the incumbent to the successful offeror.

1.4.4.3 Training. The offeror shall provide a plan of action to implement personnel training needed during the transition period to ensure continuity between the services provided by the incumbent and the successful offeror.

1.4.4.4 Risk Mitigation Strategies. The offeror shall provide a plan of action to mitigate contract performance risks encountered during the transition period.

1.4.4.5 Security Requirements to include OPSEC, facility clearances and base access. The offeror shall provide a plan to implement the required security clearances and physical access requirements of the contract during the transition period so that service is not interrupted.

1.4.4.6 Data Transfer. The offeror shall provide a plan of action for the efficient inventory and transfer of program data from the incumbent to the successful offeror.

2.0 VOLUME 2: PAST PERFORMANCE

2.1 General

Sources of past performance evaluation information include information provided by the Offeror in response to the solicitation, information obtained from questionnaires, and any other sources available to the Government, to include, but not limited to, the Past Performance Information Retrieval System (PPIRS), Federal Awardee Performance and Integrity Information Systems, Electronic Subcontract Reporting System, or other databases; the Defense Contract Management Agency; and interviews with Program Managers, Contracting Officers, and Fee Determining Officials.

The Offeror shall complete the Past Performance Information Form found as an Attachment P8 to this RFP, for each past performance reference performed within five years of the solicitation release date. The Offeror shall submit no more than five Past Performance Information Forms as the Prime Contractor, no more than two forms for each principal subcontractor, and/or no more than two forms for each JV team member. The Offeror shall submit written consent from its principal subcontractor(s) and JV team member(s) that will allow the Government to coordinate any past performance issues directly with the Offeror. If the Offeror does not submit the written consent, the Government will address any past performance issues directly with the principal subcontractor or JV Team member and the Offeror will forfeit the opportunity to participate in any related discussions. Consequently, for any principal subcontractor and JV team member that does not provide the written consent, the Offeror shall provide the name, address, phone number, and email address with whom the Government may address any past performance issues.

The Offeror shall provide a narrative on each Past Performance Information form in the “Contract Effort Description” area that clearly describes how each contract reference has relevant work effort that matches the relevancy definitions specified in Section M of the solicitation. Additionally, the Offeror shall provide one electronic copy of the Statement of Work/Performance Work Statement for each contract reference as **Annex 1** to this Past Performance Volume. **The offeror may also include a copy of the “Contract Effort Description” from the Past Performance Information form within Annex 1.**

The primary source of past performance information will be PPIRS. If a Contractor Performance Assessment Report (CPAR) exists for multiple years for the same contract/order, all periods of performance within the recency period specified above, for that contract/order, will be used for evaluation. In the event a CPAR does not exist for a past performance reference, the Offeror shall submit the Contractor Performance Assessment Questionnaire (CPAQ) Attachment P9 to the Program Manager who is the Assessing Official. The Offeror shall include instructions for the Program Manager to send completed questionnaires within two weeks of its receipt via e-mail to the Contract Specialist, Susanti Beebe, at Susanti.Beebe@navy.mil, thereby allowing the customer approximately two weeks to complete their response. All CPAQs should be received by the Government concurrently with the Offeror’s proposal submission.

3.0 VOLUME 3: PRICE/COST PROPOSAL

If subcontractors and/or consultants are proposed, they shall provide the same information required for the prime contractor, unless otherwise noted below.

3.1 Volume Content:

(a) This Volume shall contain the Contract Compliance information specified below as follows:

i. Offeror Summary Table: The Offeror shall complete the table below. The Offeror shall include all subcontractors and team members who will be involved with the performance or management of the contract and list all sites where the work will be performed. If a teaming or subcontracting arrangement is proposed, identify the

work share, distribution elements, and ratios that each contractor will perform using the table below. Also provide a definition of the legal relationship between the entities if it is other than a Prime/subcontractor relationship. (Only required from Prime contractor.)

Contractor Name (Indicate Prime, Team Member, or Sub)	CAGE Code	Place of Performance	DUNS #	% of Total Proposed Price

- ii. For each subcontractor list the type of subcontract, i.e. cost plus fixed fee, firm fixed price, labor;
- iii. Signed SF33 for basic solicitation and acknowledgment of each amendment, including completion of any RFP clause or provision that requires a fill-in or response. (Only required from Prime contractor.)
- iv. Signed Representations, Certifications, Other Statement of Offerors and Acknowledgements and/or Online Representations and Certifications Application (ORCA) reference
- v. Guarantee the length of proposal validity (for at least 210 days after proposal submission).

(b) This Volume shall also contain a copy of Section B with the Contract Line Item Number (CLIN) and Sub-CLIN Unit Prices and, for evaluation purposes, the Total Prices filled in using the estimated quantities value in the solicitation and the instructions below. Section B prices shall be provided separately in one digital data copy in MS Office 2010 Excel format on CD-ROM media. Within all Excel spreadsheets, the Offeror shall use formulas and functions to the maximum extent possible and avoid using output type “value only” cells. If links are utilized, supply those referenced files. Spreadsheets shall not be protected. (Only required from Prime contractor.)

(c) All price/cost and price/cost supporting information shall be contained in Section B and the price/cost proposal. No price or pricing information shall be included in any other technical volume including cover letters. Offerors are responsible for submitting sufficient information to enable the Government to fully evaluate their price/cost proposal.

3.2 Ground Rules and Assumptions:

(a) As this is a competitive acquisition with adequate price competition anticipated, certified cost or pricing data in accordance with FAR 15.403-1 is not required. However, in the event that adequate price competition does not exist after receipt of proposals, the Government reserves the right to request additional cost or pricing data as necessary from both the Offeror and subcontractors. Further, the Offeror may be required to provide a Certificate of Current Cost or Pricing Data prior to award, pursuant to FAR 15.406-2.

(b) The Offeror shall provide sufficient information to support its price/cost as well as an explanation of all ground rules and assumptions that affect the price/cost estimates.

3.3 Price/Cost Information:

Offerors shall submit their fully completed price/cost proposal utilizing the Cost Summary Spreadsheet (Attachments P6 and P7 for Prime and Subcontractors respectively). The spreadsheet shall be formatted on letter size (8.5 X 11) paper and shall be unprotected and unlocked, with formulae intact to show mathematical operations. The offeror shall use the CLIN Summary tab to breakout total proposed costs by CLIN.

Complete Attachment P3, (Fully Burdened Labor Rates), detailing the fully burdened labor rates for all prime contractors and their subcontractor personnel. Fully burdened labor rates are defined as direct labor rates plus all applicable burdens, to include indirect rates, fee, and subcontractor pass-through costs where applicable. For subcontractor labor, the fully burdened labor rates shall be inclusive of any pass-through charges (i.e., subcontractor handling, fixed fee on subcontractor labor, etc.) applied by the prime contractor. Proposed fully burdened labor costs may be subject to the NAVAIR labor tripwire identified in Section M. Offerors that propose a fully burdened per employee labor cost exceeding the labor tripwire shall provide rationale in their cost proposal narrative section that justifies the reasonableness of the tripwire cost for the applicable employees. (Only required from Prime contractor.)

To facilitate the establishment of streamlined task orders, the offeror shall complete Attachment P4, Streamlined Rates for Order Pricing. This spreadsheet will consist of composite fully burdened rates for each of the key and non-key labor categories, inclusive of fee. These rates will be incorporated into Section B of the contract. The Government will utilize the rates when developing estimated labor ceilings for task orders by using the estimated hours per labor category multiplied by the composite rates found in Section B. (Only required from Prime contractor.)

(a) Reasonableness and Consistency between the Technical and Price/Cost Volumes. Demonstrate that the unit prices and the total proposed price/cost are reasonable, realistic, and commensurate with the work required by the solicitation and the technical and management approaches identified in the Technical Volume of the proposal. Show traceability with the CLINS, SubCLINs, the SOW, proposed effort, and the prices/costs. Refer to specific sections in the Technical Volume as needed to illustrate the consistency between the Price/Cost Volume and the Technical Volume. The Offeror shall explain any inconsistency between promised performance and price/cost, as well as any appearance of unbalanced pricing, in the proposal.

(b) The Government is not soliciting any investments. However, in order for the Government to properly assess a proposed price/cost that appears low due to a corporate decision to absorb costs, e.g., lower than usual burdens or rates, the Offeror shall fully identify and explain any such investments.

(c) Direct/Indirect Rates: The Offeror shall use and submit Forward Pricing Rate Agreements (FPRAs), Collective Bargaining Agreements (CBAs), and Area Wage Determinations (AWDs) as applicable for all proposed personnel. The Offeror shall identify whether the labor rates proposed are FPRAs, CBAs, AWDs, ACO/DCAA recommended rates, or Offeror proposed rates. The Offeror shall propose in compliance with the current hourly rate set forth in the Department of Labor Wage Determination as applicable. The Offeror shall provide Defense Contract Audit Agency (DCAA) Information/Payroll Verification information as follows: A DCAA point of contact, with a current e-mail address, must be provided for the prime and each subcontractor. The Offeror and proposed subcontractors shall provide the most current DCAA Provisional Billing Rate Approval Letter, DCAA Final Billing Rate Approval Letter, and/or DCAA Forward Pricing Rate Agreement recommendation, payroll verification for currently employed proposed personnel, and any other information necessary to substantiate the rates proposed. Payroll verification shall consist of a form containing the title, direct labor rate, and a signed certification by an authorized representative of the company that the information contained in the form is correct. For contingent hires, the offeror shall provide contingent offer letters outlining salary information for contingent hire employees. For any prospective non-key personnel, provide information to substantiate the rates proposed. All contingent hires shall have a letter of intent submitted under the Price/Cost Volume. The letter of intent is a separate written agreement signed by the potential employee(s) to work for the Offeror effective at contract award. Any proposed consultants shall have a consultant agreement substantiating the rates proposed. If a composite rate or other pricing methodology (i.e. cost estimating relationships) is utilized, the offeror shall demonstrate how those rates were developed. Subcontractors and team members shall provide this information either separately or included in the prime contractor's submission of this document.

The following definitions apply:

- A "contingent hire" is an individual who has committed, under a signed letter of intent, inclusive of salary information, to being employed by the Offeror if the Offeror is awarded the contract.

If any of the rates utilized by the Offeror or any subcontractors differ from the DCAA information and/or payroll verification, a justification shall be provided for the difference. If DCAA has not reviewed the rate information for an Offeror or one of its subcontractors, the Offeror must submit a detailed justification of the proposed direct and indirect rates. The Offeror shall also provide documentation verifying that it has a DCAA approved Cost Accounting System or state that its Cost Accounting System has not been approved by DCAA. Offerors shall provide the last three (3) years of actual indirect information. The Government may compare a prospective Offeror's labor category rate to the average labor rate from industry.

(d) Except for FFP type of CLINs (e.g., CPFF, CPIF or CPAF) under the solicitation, the Offeror shall fully disclose the buildup of price/cost of each CLIN.

(e) When completing the Cost Summary Spreadsheet (Attachments P6 and P7), the Offeror shall not utilize any fully burdened hourly rates when pricing the labor of its employees.

Limitation on Subcontracting:

This requirement is being set-aside for the small business. Provide a breakout to demonstrate how the prime contractor will perform at least 50% of the cost of the contract incurred for personnel with its own employees for each period of performance in accordance with FAR clause 52.219-14. Cost of contract incurred for personnel includes direct labor cost, overhead that has only direct labor as its base, and the small business's General and Administrative (G&A) rate multiplied by the labor cost.

(f) Provide a narrative that addresses any assumptions made during the preparation of the price/cost proposal and discuss the basis for the cost elements listed below:

- Direct labor rates by category. The offeror is required to submit labor rates for all proposed current, contingent, and prospective hire individuals. If composite or category averages are proposed, provide a breakdown of how rates are developed. If necessary provide a narrative to describe derivation of labor rates, use of uncompensated overtime, pools to which indirect rates are applied, historical/provisional billing rates for indirect rates for the last 3 years and description, and amount of proposed other direct costs. If the contractor requires the use of consultants in its proposal the consultant cost shall be captured under the appropriate labor CLIN not the ODCs CLIN.
- Escalation on labor. Offerors, including subcontractors, shall address escalation for all labor categories and shall provide rationale for the specific escalation rate used. Historical escalation rates shall be provided for the past three years. Offerors that do not include escalation, or an explanation as to why it is not included, may be considered unrealistically low and may have their proposals adjusted by the Government to include escalation in the option periods.
- Indirect costs (i.e. Overhead, Fringe Benefits, General & Administrative (G&A), etc.). Historical indirect costs for the past three years.
- Information needed to explain the offeror's estimating practices
- Profit/Fee: Identify profit/fee rate and total amounts proposed and identify the various cost elements to which the profit/fee is being applied. Profit, Base, Award, and Incentive fee rates, as applicable in Section B, must be clearly distinguishable. Profit/Fee shall not be applied to ODCs.
- Other Direct Costs (ODCs) by specific cost element (e.g., Travel, Material). Reimbursement for Travel will be in accordance with the Joint Travel Regulation. If the offeror proposes burdens on the Government provided ODC estimates, the offeror shall provide a percentage breakdown of the offeror's indirect costs and burdens added to the Government estimates for any and all Cost Reimbursable CLINs in Section B.
- When the offeror elects to claim Cost of Money (COM) as an allowable cost, the offeror must submit a COM form and show the calculations of the proposed amount.

3.4 Total Professional Compensation Plan:

The Offeror shall provide a Total Compensation Plan in accordance with FAR 52.222-46 for each proposed professional employee. The Plan shall include, but not limited to, the following items:

- (1) The proposed direct labor rate for each professional employee proposed;
- (2) The total cost of the proposed fringe benefits package for each professional employee proposed, including:
 - (a) list and brief summary of the benefits that make up the fringe package (e.g. vacation time, sick leave, stock, incentive plans, family leave, life insurance, severance pay, bonus plans, health insurance, holidays, location allowance, retirement benefits); and
 - (b) an itemization of the benefits that require employee contributions, and the amount of that contribution as a percentage of the cost of the particular benefit; and
- (3) Data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used by the Offeror in establishing the total compensation structure.

3.5 Use of Government Furnished Property:

If the Offeror proposes/requires the use of Government Furnished Equipment (GFE) or Government Furnished Information (GFI), Government Furnished Property (GFP), then the Offeror shall provide:

- A complete description of the required GFE/GFI/GFP including part number and serial number, if applicable.
- Where the GFE/GFI/GFP is to be located.
- The name, organization, complete address and telephone number of a cognizant Government point of contact.
- In the case of GFE/GFI/GFP accountable to other Government contracts, a copy of the correspondence authorizing use of such GFE/GFI/GFP on this contract.
- The monetary impact to the Offeror's proposal if the proposed GFE/GFI/GFP is not provided as GFE/GFI/GFP.

Attachment 8 "Scheduled Government-Furnished Property (SGFP)," specifies the Government Property to be furnished.

Attachment 9, "Requisitioned Government-Furnished Property (RGFP)," is to be used to specify Government Property authorized for contractor requisition from DoD supply sources.

If no GFE/GFI/GFP is required, the Offeror shall so state.

3.6 Other Costs

If, for the administration and oversight of the resultant contract, the Offeror requires additional labor hours and categories above those identified within the solicitation, the offeror shall describe in detail the performance that would cause these costs. The offeror shall also provide the associated labor categories, hours, detailed cost breakout, and associated information to support the proposed variance. Any labor hours and categories identified above the Level of Effort currently outlined within this solicitation will be used in the development of the offeror's most probable cost and will be incorporated into the resultant contract. The Offeror shall also describe any assumptions with regard to Government actions (e.g., providing resources whether it be equipment or people) that enabled the proposed price/cost to be lower and identify the amount by which it is lower.

3.7 Government Furnished Information

3.7.1 ODCs

The Government's estimate for ODCs for the prime and all subcontract efforts, unburdened is listed below:

CLIN	Travel	Material	Total
Year 1	\$125,000.00	\$125,000.00	\$250,000.00
Year 2	\$127,875.00	\$127,875.00	\$255,750.00
Year 3	\$130,816.13	\$130,816.13	\$261,632.26
Year 4	\$133,824.90	\$133,824.90	\$267,649.80
Year 5	\$136,902.87	\$136,902.87	\$273,805.74
Total	\$654,418.89	\$654,418.89	\$1,308,837.78

The offeror shall utilize Not-To-Exceed (NTE) amounts provided by the government for ODCs and include all applicable burdens. If it is the contractor's accounting practice to apply (and invoice for) burdens with regards to ODCs, then the contractor shall propose the ODC amount plus the addition of the applicable burdens. If the contractor chooses not to burden ODCs, then the contractor shall propose an H-clause to identify this special term and condition. (NO FEE SHALL BE APPLIED TO ODCs).

3.7.2 Labor Hours

3.7.2.1 Non-Performance Based

The Government estimate is 598,150 hours for the entire work effort (5 years) for non-performance based efforts. A work-year is defined as 1920 hours exclusive of holidays and leave. The estimate hours shall be used for pricing and setting ceiling at the basic contract level for the Non-Performance Based Labor CLIN. Also, for evaluation purposes, the contractor shall propose the labor categories and hours as outlined below:

Non Performance Based (SOW 4.1 – 4.4)	Key	HOURS				
Labor Category		Year 1	Year 2	Year 3	Year 4	Year 5
Program/Project Analyst, Journeyman (Contractor off-site)	*	5,127	5,127	5,127	5,127	5,127
Program/Project Analyst, Junior (Contractor off-site)		3,418	3,418	3,418	3,418	3,418
Computer Based Training Specialist, Journeyman (Contractor off-site)		5,127	5,127	5,127	5,127	5,127
Computer Based Training Specialist, Journeyman (St. Inigoes on-site)		1,709	1,709	1,709	1,709	1,709
Computer Programmer, Junior (Contractor off-site)		1,709	1,709	1,709	1,709	1,709
Computer Programmer, Junior (St. Inigoes on-site)		1,709	1,709	1,709	1,709	1,709
Computer Programmer, Journeyman (Contractor off-site)		6,836	6,836	6,836	6,836	6,836
Computer Programmer, Senior (Contractor off-site)		3,418	3,418	3,418	3,418	3,418
Computer Scientist, Junior (Contractor off-site)		3,418	3,418	3,418	3,418	3,418
Computer Scientist, Journeyman (Contractor off-site)		3,418	3,418	3,418	3,418	3,418
Computer Systems Analyst, Senior (Contractor off-site)		3,418	3,418	3,418	3,418	3,418
Computer Systems Analyst, Journeyman (Contractor off-site)		6,836	6,836	6,836	6,836	6,836
Computer Systems Analyst, Journeyman (St. Inigoes on-site)		1,709	1,709	1,709	1,709	1,709
Computer Systems Analyst, Junior (Contractor off-site)		11,962	11,962	11,962	11,962	11,962
Information Security Analyst, Junior (Contractor off-site)		855	855	855	855	855
Information Security Analyst, Journeyman (Contractor off-site)		855	855	855	855	855
Computer and Information Research Scientist, Journeyman (Contractor off-site)	*	1,709	1,709	1,709	1,709	1,709
Logistics Analyst, Junior (Contractor off-site)		1,709	1,709	1,709	1,709	1,709
Logistics Analyst, Journeyman (Contractor off-site)		3,418	3,418	3,418	3,418	3,418
Manager, Journeyman (St. Inigoes on-site)	*	1,709	1,709	1,709	1,709	1,709
Program Manager, Senior (Contractor off-site)	*	1,709	1,709	1,709	1,709	1,709

Software Engineer, Senior (Contractor off-site)	*	1,709	1,709	1,709	1,709	1,709
Software Engineer, Journeyman (Contractor off-site)		3,418	3,418	3,418	3,418	3,418
Subject Matter Expert (Navy Maintenance Lead), Journeyman (Contractor off-site)	*	1,709	1,709	1,709	1,709	1,709
Subject Matter Expert (S1000D IETM Lead), Journeyman (St. Inigoes on-site)	*	3,418	3,418	3,418	3,418	3,418
Systems Analyst, Senior (Contractor off-site)	*	3,418	3,418	3,418	3,418	3,418
Systems Analyst, Journeyman (Contractor off-site)		6,836	6,836	6,836	6,836	6,836
Systems Analyst, Journeyman (St. Inigoes on-site)		1,709	1,709	1,709	1,709	1,709
Systems Analyst, Junior (Contractor off-site)		3,418	3,418	3,418	3,418	3,418
Systems Analyst, Junior (St. Inigoes on-site)		1,709	1,709	1,709	1,709	1,709
Logistics Engineer, Senior (Contractor off-site)	*	3,418	3,418	3,418	3,418	3,418
Logistics Engineer, Journeyman (Contractor off-site)		5,127	5,127	5,127	5,127	5,127
Logistics Engineer, Junior (Contractor off-site)		1,709	1,709	1,709	1,709	1,709
Technical Writer II, Junior (Contractor off-site)		1,709	1,709	1,709	1,709	1,709
Technical Writer II, Junior (St. Inigoes on-site)		1,709	1,709	1,709	1,709	1,709
Training and Development Specialist , Journeyman (St. Inigoes on-site)	*	6,836	6,836	6,836	6,836	6,836
Estimated Annual Labor Hours		119,630	119,630	119,630	119,630	119,630
Estimated Total Hours		598,150				

*Indicates 1 Key Personnel

Note: unless otherwise indicated, the off-site at contractor facilities work shall be performed within 50 miles of Norfolk, VA.

3.7.2.2 Performance Based

The Government estimate is 73,850 hours for the entire work effort (5 years) for performance based efforts. A work-year is defined as 1920 hours exclusive of holidays and leave. The estimate hours shall be used for pricing and setting ceiling at the basic contract level for the Performance Based Labor CLIN. Also, for evaluation purposes, the contractor shall propose the labor categories and hours as outlined below:

Performance Based (SOW 4.5)	Key	HOURS				
Labor Category		Year 1	Year 2	Year 3	Year 4	Year 5
Program/Project Analyst, Journeyman (Contractor off-site)	*	633	633	633	633	633
Program/Project Analyst, Junior (Contractor off-site)		422	422	422	422	422
Computer Based Training Specialist, Journeyman (Contractor off-site)		633	633	633	633	633
Computer Based Training Specialist, Journeyman (St. Inigoes on-site)		211	211	211	211	211
Computer Programmer, Junior (Contractor off-site)		211	211	211	211	211

Computer Programmer, Junior (St. Inigoes on-site)		211	211	211	211	211
Computer Programmer, Journeyman (Contractor off-site)		844	844	844	844	844
Computer Programmer, Senior (Contractor off-site)		422	422	422	422	422
Computer Scientist, Junior (Contractor off-site)		422	422	422	422	422
Computer Scientist, Journeyman (Contractor off-site)		422	422	422	422	422
Computer Systems Analyst, Senior (Contractor off-site)		422	422	422	422	422
Computer Systems Analyst, Journeyman (Contractor off-site)		844	844	844	844	844
Computer Systems Analyst, Journeyman (St. Inigoes on-site)		211	211	211	211	211
Computer Systems Analyst, Junior (Contractor off-site)		1,478	1,478	1,478	1,478	1,478
Information Security Analyst, Junior (Contractor off-site)		105	105	105	105	105
Information Security Analyst, Journeyman (Contractor off-site)		105	105	105	105	105
Computer and Information Research Scientist, Journeyman (Contractor off-site)	*	211	211	211	211	211
Logistics Analyst, Junior (Contractor off-site)		211	211	211	211	211
Logistics Analyst, Journeyman (Contractor off-site)		422	422	422	422	422
Manager, Journeyman (St. Inigoes on-site)	*	211	211	211	211	211
Program Manager, Senior (Contractor off-site)	*	211	211	211	211	211
Software Engineer, Senior (Contractor off-site)	*	211	211	211	211	211
Software Engineer, Journeyman (Contractor off-site)		422	422	422	422	422
Subject Matter Expert (Navy Maintenance Lead), Journeyman (Contractor off-site)	*	211	211	211	211	211
Subject Matter Expert (S1000D IETM Lead), Journeyman (St. Inigoes on-site)	*	422	422	422	422	422
Systems Analyst, Senior (Contractor off-site)	*	422	422	422	422	422
Systems Analyst, Journeyman (Contractor off-site)		844	844	844	844	844
Systems Analyst, Journeyman (St. Inigoes on-site)		211	211	211	211	211
Systems Analyst, Junior (Contractor off-site)		422	422	422	422	422
Systems Analyst, Junior (St. Inigoes on-site)		211	211	211	211	211
Logistics Engineer, Senior (Contractor off-site)	*	422	422	422	422	422
Logistics Engineer, Journeyman (Contractor off-site)		633	633	633	633	633
Logistics Engineer, Junior (Contractor off-site)		211	211	211	211	211

Technical Writer II, Junior (Contractor off-site)		211	211	211	211	211
Technical Writer II, Junior (St. Inigoes on-site)		211	211	211	211	211
Training and Development Specialist, Journeyman (St. Inigoes on-site)	*	844	844	844	844	844
Estimated Annual Labor Hours		14,770	14,770	14,770	14,770	14,770
Estimated Total Hours		73,850				

*Indicates 1 Key Personnel

Note: unless otherwise indicated, the off-site at contractor facilities work shall be performed within 50 miles of Norfolk, VA.

3.7.3 Incumbent Information

The incumbent contractor is:

Antech Systems
510 Independence Parkway, Suite 100
Chesapeake, VA 23320

The incumbent subcontractors are:

- 1) Booz Allen Hamilton
- 2) ManTech Systems Engineering
- 3) Orbis
- 4) Pentecom
- 5) Precise Systems

3.7.4 Place of Performance

The place of performance for this effort is Webster Field, St. Inigoes, MD, and at the contractor facilities.

This requirement shall be performed approximately 80% off-site at the contractor's facilities. The off-site work shall be performed within 50 miles of Norfolk, VA.

3.7.5 Government Spaces

The Government has the ability to provide 20 spaces at its St. Inigoes facility for this effort.

SECTION M - EVALUATION FACTORS FOR AWARD

The following have been modified:

SECTION M - EVALUATION FACTORS

Section M - Evaluation Factors for Award

M - 1 EVALUATION FACTORS FOR AWARD (SERVICES) (Nov 2016)

PART A: GENERAL INFORMATION

1.0 GENERAL

The Government expects to select *one* Offeror whose proposal offers the “best value” to the Government, using the trade-off method. “Best value” means the expected outcome of an acquisition that, in the Government’s estimation, provides the greatest overall benefit(s) in response to the requirement. The Offeror is advised that the lowest priced proposal meeting the solicitation requirements may not be selected for an award if award to a higher priced Offeror is determined to be more beneficial to the Government. However, the perceived benefits of the higher priced proposal must merit the additional price.

2.0 EVALUATION PROCESS

In accordance with FAR 52.215-1, the Government intends to evaluate and award a contract without discussions with offerors (except minor clarifications as described in FAR 15.306(a)). Therefore, the offeror’s initial proposal should contain the offeror’s best terms from a price or cost and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. All proposals will be evaluated for compliance with the terms, conditions, and requirements set forth in the solicitation. Failure to address each of the areas identified in Section L Part B Specific Information in the proposal may impact the resulting evaluation ratings and risk assessment.

For all the Technical factor(s)/subfactors, a combined Technical/Risk rating will be assigned. This method reflects whether the proposal meets or does not meet the minimum requirements along with an assessment of the strengths, weaknesses, significant weaknesses, and deficiencies of the proposal to determine the combined Technical/Risk rating. The benefit to the Government associated with assessed strengths along with technical risk will be considered in determining whether the Offeror’s proposal rises to a level of being thorough or exceptional. Assessment of technical risk considers potential for disruption of schedule, increase in costs, degradation of performance, the need to increase Government oversight, or the likelihood of unsuccessful contract performance. Offerors are advised that during the evaluation process, a technical factor with an “Unacceptable” Technical/Risk Rating may result in the entire proposal being found unacceptable and eliminated from the competition.

Under Past Performance, the Government will evaluate recent performance to determine how well an Offeror has performed work similar to the work required by the solicitation. When proposals are received from joint ventures, specifically formed by the Offeror to propose on a particular acquisition, the past performance evaluation will consider each individual JV team member’s relevant past performance. After evaluating the Offeror’s past performance information, a Performance Confidence Assessment Rating will be assigned. More relevant past performance will typically be a stronger predictor of future success and have more influence on the Performance Confidence Assessment Rating than past performance of lesser relevance. In the case of an Offeror without a record of relevant past performance, the Offeror will receive a Performance Confidence Assessment Rating of “Unknown Confidence (Neutral)” which is considered a “Neutral” rating.

3.0 EVALUATION FACTORS FOR AWARD

Proposals will be evaluated using the factors (and any subfactors), listed below.

1. TECHNICAL

- a. Workforce/Personnel Qualifications/Key Personnel
- b. Understanding of the Work/Sample Task
- c. Understanding of the Work/Statement of Work Approach
- d. Management Plan

2. PAST PERFORMANCE

3. PRICE/COST

Factors and subfactors are listed in descending order of importance. The technical subfactors are also in descending order of importance.

Technical and past performance factors, when combined, are significantly more important than price/cost. Technical is more important than past performance. Past Performance is more important than price/cost.

Price/Cost is not the most important evaluation factor, but its degree of importance will increase commensurably with the degree of equality among different Offeror's Technical and Past Performance proposals.

PART B: SPECIFIC INFORMATION

1.0 TECHNICAL

The Government will evaluate the Offeror's proposal to determine the Offeror's understanding of, approach to, and ability to meet the solicitation requirements. The Government will assess the Offeror's Technical proposal with respect to its compliance with the solicitation requirements and the risk associated with the Offeror's approach. The evaluation will also include an assessment of the following:

Workforce/Personnel Qualifications/Key Personnel: The Government will evaluate the Offeror's workforce based on the information provided as required by Section L of this solicitation. The Government will evaluate all key proposed personnel and the supporting information to determine how well the Offeror is suited to perform the tasks under the SOW. In addition, personnel will be evaluated on labor qualifications, including education, experience, training, and security clearance levels, that the Offeror proposes to utilize in the performance of this effort.

Understanding of the Work/Sample Tasks: The Government will evaluate the Offeror's Understanding of the Work/Sample Task responses to determine if the proposed approach to each sample task meets the sample task requirements based upon the information provided in response to the instructions in Section L.

Understanding of the Work/Statement of Work Approach: The Government will evaluate the Offeror's Understanding of the Work/Statement of Work Approach based on the information provided as required by Section L of this solicitation. The Government will evaluate the Offeror's capability to meet contract requirements based upon the information provided in response to the instructions provided in Section L.

Management Plan: The Government will evaluate the Offeror's proposed management approach based on the information required by Section L of this solicitation. The management approach will be evaluated to determine the Offeror understands contract requirements, the soundness of the approach to meeting those requirements, the ability to plan, manage, staff, and execute the contract, and the extent to which the proposed processes and procedures ensure successful accomplishment of the tasks described in the SOW.

Prospective offerors are forewarned that utilization of excessive principal subcontracting/team members will be considered as additional proposal risk.

2.0 PAST PERFORMANCE

There are three aspects to the past performance evaluation: recency, relevancy, and quality. The first aspect of the past performance is to evaluate the recency of the Offeror's past performance being evaluated. Past performance will be considered recent if the contract/order has been performed within five years of the solicitation release date. Past Performance that is not recent will not be considered in the evaluation.

The second aspect of the past performance evaluation is to evaluate how relevant a recent effort accomplished by the Offeror is to the effort to be acquired through the source selection. Aspects used by the Government to determine relevancy for this evaluation:

Relevancy Factors	Description of Work
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Scope:	
Maintenance Management Development	See SOW Para 4.1 and subtasks.
Software Engineering, Development and Integration	See SOW Para 4.2 and subtasks.
Engineering Support	See SOW Para 4.3 and subtasks.
Technical Support	See SOW Para 4.4 and subtasks.
3M and Navy Logistics Packages	See SOW Para 4.5 and subtasks.
Complexity:	
Simultaneous operations	Simultaneous operations on a variety of projects simultaneously.
Support for multiple customers	Support services for a variety of customers simultaneously.
Magnitude:	
Dollar value	Contract total value greater than \$40M. Annual contract value greater than \$8M.
Contract term	Contracts with a term of five years. Contracts with a term of less than three years with a similar annual contract value and complexity.

The third aspect of the past performance evaluation is to evaluate the overall quality of the Offeror's recent relevant, past performance. The Government will evaluate the Offeror, principal subcontractors, and JV team members performance and focus its evaluation on the following areas:

1) meeting technical requirements, i.e., the quality of technical performance; 2) meeting schedule requirements, e.g., on time or late delivery; 3) controlling contract cost; 4) managing the contracted effort; 5) the demonstrated systemic improvement actions taken to resolve past problems. A separate quality rating will not be assigned, rather the past performance confidence assessment rating is based on the Offeror's overall record of past performance taking into account the recency, relevancy, and quality of performance.

3.0 PRICE/COST

Cost Reimbursement CLINs:

Except for otherwise unacceptable proposals when awarding on initial proposals, the Government will perform a cost realism analysis to determine the most probable cost (MPC) for each applicable offeror's proposal. Cost realism analysis is the process of independently reviewing and evaluating specific elements of each Offeror's proposed cost to determine whether the proposed cost is realistic for the work to be performed and are consistent with the unique methods of performance and materials described in the Offeror's technical proposal. In conducting its cost realism evaluation, the Government may review the prospective Offeror's proposed labor categories and compare the proposed rate to the average labor rate in industry or other similar rates within the same demographic zone where the work is to be performed. Pertinent cost information, including but not limited to DCAA-recommended rates for such costs as direct labor, overhead, G&A, etc., as necessary and appropriate, will be used to arrive at the Government determination of the MPC for the performance of this contract. In addition, adjustments to the cost portion of the offer may be made to include Government costs required to accomplish the Offeror's proposed approach (e.g., additional Government-Furnished Property/Government-Furnished Information required by the Offeror to implement its approach) with the exception of those costs to the Government that are equal to all Offerors. The MPC is an Offeror's total cost, including fee, and any additional adjustments the Government has determined necessary to make the proposed cost realistic for all periods. The Government will use the results of its cost realism analysis to determine the MPC of performance for each Offeror. The MPC may differ from the proposed cost. The higher of the MPC or proposed cost will be used for purposes of evaluation to determine the best value. Contract awarded value, however, will be based upon the successful Offeror's proposed costs.

Unrealistically low costs or inconsistencies between the technical and cost proposals may be assessed as proposal risk and could be considered weaknesses under the technical factor. Therefore, any inconsistency, whether real or apparent, between the technical proposal and cost proposal should be explained in the narrative section of the cost/price proposal.

Total Professional Employee Compensation Plan:

The Government will evaluate the Offeror's Total Compensation Plan in accordance with FAR 52.222-46.

In accordance with FAR 15.404-1(b)(2), various price analysis techniques and procedures will be employed to ensure the prices being proposed for this requirement are fair and reasonable. To assist in the overall determination of price reasonableness, the Government will identify all instances where a proposed fully burdened labor cost exceeds \$300K annually per employee. This also applies to a fully burdened subcontractor employee labor cost, inclusive of the prime contractor's pass-through burden. An exceeded tripwire may ultimately be determined unreasonable absent justification.

Overall Summary Level for all CLINs

Normally, competition establishes price reasonableness. In limited situations, additional analysis will be required by the Government to determine reasonableness. If, after receipt of a proposal, the PCO determines that adequate price competition does not exist and a determination is made that none of the exceptions in FAR 15.403-1(b) apply, the Offeror may be required to provide certified cost and pricing data in accordance with FAR 15.403-4.

If this is a set-aside competition, the contractor's compliance to FAR Clauses 52.219-14 "Limitation on Subcontracting," will be assessed as an element of responsibility. An Offeror's proposal that fails to meet the limitation on subcontracting during each period of performance shall not be considered for award.

Prospective Offerors are forewarned that if there are discrepancies between Section B, Attachments (P6) and (P7), and Volume 3 Narrative, Section B prevails.

4.0 EVALUATION OF OPTIONS

FAR Clause 52.217-8, Option to Extend Services, is incorporated in the solicitation. Total evaluated cost/price will also include the six month performance period permitted under the clause, to account for a situation where invoking of the clause, in whole or part, becomes necessary. Specifically, the evaluated cost/price of this six-month period will be calculated by dividing the final proposed final contract year by 12 to establish an estimated monthly amount. The monthly amount will then be multiplied by six to establish the estimated cost for the six-month option to extend services.

PART C: EVALUATION RATING AND RISK ASSESSMENT DEFINITIONS

The definitions below will be used by the Government when assessing solicitation compliance and the expected results of the Offeror's proposed approach.

1.0 TECHNICAL EVALUATION RATINGS

1.0 EVALUATION RATING AND RISK ASSESSMENT DEFINITIONS

The definitions below will be used by the Government when assessing solicitation compliance and the expected results of the offeror's proposed approach. The appropriate adjectival rating will be assigned to each factor and subfactor, as required. The Government will utilize a combined technical/risk rating for this effort.

2.0 TECHNICAL EVALUATION RATINGS

Combined Technical/Risk Ratings: The combined technical/risk assignments are provided in the table below.

	COMBINED TECHNICAL/RISK RATING
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Rating	Description
Outstanding	Proposal indicates an exceptional approach and understanding of the requirements and contains multiple strengths, and risk of unsuccessful performance is low.
Good	Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength, and risk of unsuccessful performance is low to moderate.
Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate
Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
Unacceptable	Proposal does not meet requirements of the solicitation, and thus contains one or more deficiencies, and/or risk of unsuccessful performance is unacceptable. Proposal is unawardable.

Table below provides risk rating descriptions:

Adjectival rating	Description
Low	Proposal may contain weakness(es) which have little potential to cause disruption of schedule, increased cost or degradation of performance. Normal contractor effort and normal Government monitoring will likely be able to overcome any difficulties.
Moderate	Proposal contains a significant weakness or combination of weaknesses which may potentially cause disruption of schedule, increased cost or degradation of performance. Special contractor emphasis and close Government monitoring will likely be able to overcome difficulties.
High	Proposal contains a significant weakness or combination of weaknesses which is likely to cause significant disruption of schedule, increased cost or degradation of performance. Is unlikely to overcome any difficulties, even with special contractor emphasis and close Government monitoring.
Unacceptable	Proposal contains a material failure or a combination of significant weaknesses that increases the risk of unsuccessful performance to an unacceptable level.

3.0 PAST PERFORMANCE RELEVANCY RATINGS

Past Performance Relevancy Ratings: More relevant past performance will typically be a stronger predictor of future success and have more influence on the past performance confidence assessment than past performance of lesser relevance.

Rating	Definition
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.

Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.
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4.0 PERFORMANCE CONFIDENCE ASSESSMENT RATINGS

The Government will employ the Performance Confidence Assessments Rating Method described in the table below. In the case of an Offeror without a record of recent relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the Offeror may not be evaluated favorably or unfavorably on past performance. Therefore, the Offeror shall be determined to have unknown or neutral past performance.

Performance Confidence Assessment Rating: Performance Confidence Assessment rating assignments reflect the Government's confidence that the Offeror will successfully perform the solicitation's requirements based on the Offeror's recent and relevant past performance record.

Rating	Description
Substantial Confidence	Based on the Offeror's recent/relevant performance record, the Government has a high expectation that the Offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the Offeror's recent/relevant performance record, the Government has a reasonable expectation that the Offeror will successfully perform the required effort.
Limited Confidence	Based on the Offeror's recent/relevant performance record, the Government has a low expectation that the Offeror will successfully perform the required effort.
No Confidence	Based on the Offeror's recent/relevant performance record, the Government has no expectation that the Offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the Offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned. The offeror may not be evaluated favorably or unfavorably on the factor of past performance.

5.0 OTHER DEFINITIONS

Strengths: An aspect of an Offeror's proposal that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to the Government during contract performance.

Weakness: A flaw in the proposal that increases the risk of unsuccessful contract performance. (FAR15.001)

Significant Weakness: A flaw that appreciably increases the risk of unsuccessful contract performance. (FAR 15.001)

Deficiency: a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increase the risk of unsuccessful contract performance to an unacceptable level. (FAR 15.001)

Recency: as it pertains to past performance information, is a measure of the time that has elapsed since the past performance reference occurred. Recency is generally expressed as a time period during which past performance references are considered relevant.

Relevancy: as it pertains to past performance information, is a measure of the extent of similarity between the service/support effort, complexity, dollar value, contract type, and subcontract/teaming or other comparable

attributes of past performance examples and the source solicitation requirements; and a measure of the likelihood that the past performance is an indicator of future performance.

Risk: as it pertains to source selection, is the potential for unsuccessful contract performance. The consideration of risk assesses the degree to which an Offeror's proposed approach to achieving the technical factor or subfactor may involve risk of disruption of schedule, increased cost or degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance.

(End of Summary of Changes)